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| **Zhao Wenyue** |  |
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| **Education Background** |
| September 2019 - June 2021 | Master of Translation and Interpreting, Beijing Foreign Studies University |
| September 2009 - June 2013 | Bachelor’s Degree of English Language and Literature, Liaoning University |

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| **Self-introduction** |
| I have been working for eight years as an English <> Chinese translator with CATTI II and UNLPP P2 in translation. I’m good at localization, mechanical operation and maintenance, electronics technology, art and design, historical documents, news and reports, enterprise management, legal contracts, tourism geography and other projects in humanities & social sciences. I’m proficient in CAT translation software for project establishment, translation, review and proofreading. |

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| **Working Experience****July 2016 - April 2021 & April 2022 till now: Freelance translator****Job Description:** English <> Chinese translation of promotion copywriting and operation manual of Huawei mobile phone, watch and other series of electronic products, and the translation in machinery, construction, beauty makeup and medical industry. Freelancer for the Ministry of Education of the People's Republic of China, China International Publishing Group, Global Tone Communication Technology Co., Ltd., Beijing Spirit Translation Co., Ltd., Transn Internet of Languages Technology Co., Ltd. and Jeemaa.com. A part-time translator for CNKI humanities and social science papers with 80 translated papers published. The translator of a set of books titled *Masterpieces Selected from the Ukiyoye School* (Volume I - III). |
| **Translation Samples:****CNKI Papers:**Clinical Study of “Skywalker” Robot for Knee Arthroplasty OperationFolk Wushu's Participation in Village Social Governance - An Anthropological Study on the Songjiang Array of Lutaoyang Village in TaiwanAn Empirical Study on Urban Competitiveness in Northeast China Based on Population AgglomerationA Review of Art Therapy Research on Shamanism “Art Therapy”Harmony of Buddha Dharma and Dharma: On Humanistic Buddhism and Its Value Orientation from the Perspective of Sinicization of Buddhism**Art and Design:**Use Photoshop and Traditional Tools to Create Fantasy Art with a TwistArtist’s Insight - 15 Tips to Improve Your SketchesUse Photoshop and Traditional Techniques to Create Portraits for Book CoversCreate Better Surface TexturesPaint an Original Alien Character**Promotion Copywriting:**The Official Website of Institute for Global Cooperation and Understanding, Peking UniversityThe 40th Anniversary Album of the Ministry of Education of the People's Republic of ChinaChina Mobile Digital Solution AnalysisStudent Manual for Professional Coach ProgramOverseas Business of China Duty Free Group**News Comments:**Expectation of an Improvement in China-US Relations after the Epidemic Disappeared QuicklyFive Main Questions about Vietnamese Fishing Vessels Invading the Waters around Hainan IslandYao Jingbo: Rather to Overturn by Being OverturnedThe Speech of Zhang Yong, the CEO of Alibaba: Alibaba's Dream and Perseverance**Localization:**Shutterstock Website LocalizationMarriott Hotel Website LocalizationOperating Instructions of SAP Enterprise Management and Solution SoftwareInstructions and Guidance of SAP Ariba Financial SystemOperating Instructions of Esri Geographic Information System**Contracts and Laws:**Salesforce Third-party Due Diligence QuestionnaireAmazon Advertising Trademark User GuideAdministrative Measures for Registration of Overseas Producers of Imported FoodsWitness Letter from a Lawyer Regarding Divorce and Child CustodyAnti-commercial Bribery Agreement**May 2021 – April 2022: Ficont Industry (Beijing) Co., Ltd.****Position: Chinese-English mechanical translator****Job Description:**Participate in the regular training organized by the Research and Development Center for fall protection system, climb assist, auto descending device, offshore crane and ladder, improve the understanding of products, responsible for the Chinese-English translation of installation manuals, operation manuals, instructions, test reports and labels of the above products, as well as production documents, quality documents, R&D process, validation plan, control procedures and calculation sheets of the Quality Department, optimize the Chinese version of products, maintain and update the translation memory regularly.**Translation Samples:**SL-R50 Fall Arrester Operation and Maintenance ManualOC-70D Offshore Crane Operation and Maintenance ManualAluminium Profile Work InstructionOperation and Maintenance Manual of Sosaf-3R Auto Descending DeviceTD-RND-TF-008 Wire Rope Fall Protection System Inspection Manual**May 2013 - June 2016: EC Innovations****Position: English-Chinese Localization Translator****Job Description:** Translate and proofread the websites, product manuals and technical documents from foreign companies with CAT tools, including Operating Instructions of SAP Enterprise Management and Solution Software, PTC (US Parametric Technology Corporation) development, production, sales, related technical consultation and technical service documentation and Creo Parametric and Creo Simulate computer modeling software operation tutorial.**Translation Samples:****IT and Software:**Operating Instructions of SAP Enterprise Management and Solution SoftwarePTC (US Parametric Technology Corporation) development, production, sales, related technical consultation and technical service documentationCreo Parametric and Creo Simulate computer modeling software operation tutorialEsri GIS Data Operating Guidance and InstructionsBusiness documents, website interfaces, marketing and technical agreements of Ariba Information Technology Services Company**Engineering Machinery:**Installation and operation documents of Sidel filling machine and compressor componentsBently localization operation documentsOther documents in education, culture, tourism, hotels and other common areas. |

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| **Language Skill** |
| CATTI II in translation, UNLPP P2 in translation, TEM-8 and TEM-4First-class Academic Scholarship (3/47) in School of English and International Studies, Beijing Foreign Studies University |

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| **IT Skill** |
| CAT: SDL Trados Studio, MemoQ, Wordfast, Translation Workspace, Idiom, Passolo, Across and TmxmallDTP software: Adobe InDesign, Adobe IllustratorVideo and audio editing software: Camtasia Studio, FlashBack Pro5, Arctime Pro |