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| **Zhao Wenyue** |  |
| Beijing, China  WeChat: 1083198515  E-mail/Skype: zhaowy0805@163.com |

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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 I’m good at localization, mechanical operation and maintenance, electronics technology, art and design, historical documents, news and reports, enterprise management, legal contracts, tourism geography and other projects in humanities & social sciences.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 Operation  Folk Wushu's Participation in Village Social Governance - An Anthropological Study on the Songjiang Array of Lutaoyang Village in Taiwan  An Empirical Study on Urban Competitiveness in Northeast China Based on Population Agglomeration  A 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 Twist  Artist’s Insight - 15 Tips to Improve Your Sketches  Use Photoshop and Traditional Techniques to Create Portraits for Book Covers  Create Better Surface Textures  Paint an Original Alien Character  **Promotion Copywriting:**  The Official Website of Institute for Global Cooperation and Understanding, Peking University  The 40th Anniversary Album of the Ministry of Education of the People's Republic of China  China Mobile Digital Solution Analysis  Student Manual for Professional Coach Program  Overseas Business of China Duty Free Group  **News Comments:**  Expectation of an Improvement in China-US Relations after the Epidemic Disappeared Quickly  Five Main Questions about Vietnamese Fishing Vessels Invading the Waters around Hainan Island  Yao Jingbo: Rather to Overturn by Being Overturned  The Speech of Zhang Yong, the CEO of Alibaba: Alibaba's Dream and Perseverance  **Localization:**  Shutterstock Website Localization  Marriott Hotel Website Localization  Operating Instructions of SAP Enterprise Management and Solution Software  Instructions and Guidance of SAP Ariba Financial System  Operating Instructions of Esri Geographic Information System  **Contracts and Laws:**  Salesforce Third-party Due Diligence Questionnaire  Amazon Advertising Trademark User Guide  Administrative Measures for Registration of Overseas Producers of Imported Foods  Witness Letter from a Lawyer Regarding Divorce and Child Custody  Anti-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 Manual  OC-70D Offshore Crane Operation and Maintenance Manual  Aluminium Profile Work Instruction  Operation and Maintenance Manual of Sosaf-3R Auto Descending Device  TD-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 Software  PTC (US Parametric Technology Corporation) development, production, sales, related technical consultation and technical service documentation  Creo Parametric and Creo Simulate computer modeling software operation tutorial  Esri GIS Data Operating Guidance and Instructions  Business 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 components  Bently localization operation documents  Other 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-4  First-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 Tmxmall  DTP software: Adobe InDesign, Adobe Illustrator  Video and audio editing software: Camtasia Studio, FlashBack Pro5, Arctime Pro |