

Personal Information

Name: Kimer Qiming Sun

Gender: Male

Email: 727898797@qq.com

Education Background

2001/09--2005/07 Heilongjiang Institute of Technology Computer Science and Technology
B.S.

Professional Experience

2014 - Now LRBC | Translator & Interpreter

Translate FIDIC tender documents, preparing and translating bidding documents. Attend project negotiation as an interpreter.

2013 - 2014 LRBC Sudan office | Site translator & Interpreter

Work as a site translator to provide support to other site staff in Sudan Africa.

2012 - 2013 Freelancer

Translate IT marketing documents. Clients include Apple, HP, DELL etc.

Nov. 2009 - 2012 Celestone | Translation service | Translator

Responsibilities:

Translate and edit documents from English to Chinese.

Type of documents: Marketing documents, such as product promotion, blog, news release etc.

Aug.2007— Oct. 2009 Welocalize China | Language Translation | Translator & Editor

Responsibilities:

- Responsible for translating and editing source material into simplified Chinese and Traditional Chinese;
- Provide detail evaluation report for edited works;
- Website localization, software localization, and marketing material translation, such as AOL, Apple, Autodesk, Dell, IBM Cognos, Microsoft etc;
- Deliver qualified translation files within short turnaround;
- When new colleagues encountered any difficulties, I always try to provide help to them, such as translation tools usage tips, frequently errors avoiding methods, and other challenges they faced during working.

Project Experience

1) Translation Project

Project Type: UI, UA, user manual, legal files, website, marketing material etc.

Languages: EN-Simplified Chinese, EN-Traditional Chinese

2) Online Audit

Make fully checking with localize website against English web site. Pointing out all kinds of errors find and give suggestions to correct them.

3) DTP project

Check PDF files and give suggestions on how to correct them.

Jun.2005—Nov .2006 | M&Y Data Solution Ltd. Project Analyst, Delivery Manager Assistance, Delivery Manager

Main responsibilities are as follow:

- Liaise with foreign (English speaking) and domestic clients mainly via email. Coordinate with each department for the data entry.
- Translating, updating and maintaining Data Entry Instruction;
- Solving all kinds of problems encountered during the whole production;
- Tracking the whole production procedure, making sure to offer high quality service within time frame;

Project Experience

- 1) Raise query to client timely and communicate the feedback to our team as soon as possible.
- 2) Provide training session to new colleagues, help them get familiar with workflow and tools as soon as possible.

English Certificate

2002/06 CET 4 2005/01 CET 6

2020/11 CATTI (Chinese Accreditation Test for Translators and Interpreters) English
Translation Level II