**Tong Liu**

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cherryleaf@live.co.uk

Female

Language: English and Mandarin(Native)

**PERSONAL SUMMARY**

A multi-skilled, reliable & talented translator with a proven ability to translate

written documents from a source language to a target language. A quick learner who

can absorb new ideas & can communicate clearly & effectively with people from all

social & professional backgrounds. Well mannered, articulate & fully aware of

diversity & multicultural issues. Flexible in the ability to adapt to challenges when

they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that

offers great opportunities for career development and progression.

**WORK EXPERIENCE**

June 2012- Present

Working freelance for a translation agency providing a translation and interpretation

service to clients where needed. Involved converting documents and articles from

one language into another and ensuring that the finished converted articles relay the

intended message as clearly as possible.

Duties:

Researching business economic area to ensure the correct translation is used.

Liaising with clients to discuss any unclear points.

Providing guidance & feedback & creating customer-specific style guides.

Translation of documents/letters from a Mandarin to English & vice versa.

Retrieving articles from newspapers, magazines & the internet & translating them from Mandarin

into English & vice versa.

**KEY SKILLS AND COMPETENCIES**

Native Mandarin Speaker

Excellent English writing skills.

Able to work to tight deadlines.

Highly skilled in Word, Excel and Microsoft Outlook.

Able to prioritise work.

**Academic Qualifications**:

September 2009 to July 2012

University of Manchester Business Studies BA(Econ)

Units:

Business Consulting

Management Accounting

Finance

Economics

2008­-2009

Higher Education Foundation Program of the University of Warwick

Course: Business Studies (Credit) (Distinction in English)