Wenfei ‘Ivy’ Shi

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**Objective:** To provide quality client service with a positive team attitude.

**Qualifications:**

* Translator: Written and oral translations
  + Mandarin Chinese to English⏐English to Mandarin Chinese
* Proficient at word processing
* Outstanding clerical skills
* Strong work ethics
* Problem solver
* Positive attitude

**Professional Experience:**

2007-2008: Translator⏐Alcoa Bohai Aluminum Ltd⏐Qinhuangdao, China

Responsibilities:

* + Provided written⏐verbal Chinese translations for International Employees
  + Primary translations: hydraulic piping⏐motors⏐electrical works

2006-2007 Business Assistant⏐Fung Yu Electrical and Machinery Co⏐Qinhuangdao, China

Responsibilities:

* + - Provided technical manual translations and meeting interpretering
    - Primary translations: coating machine manual

**Education:**

2006: BA English⏐YanShan University⏐Qinhuangdao, China

2002: High School| Xingtai, China

**References:**

Chuck Wood

Service Engineer⏐ 3-D Service

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