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| Ying Cui  Unit 5, Building 3, Xingchengbeili Quarter, Beijing, China 102425  +86 17354766583 (mobile) E-mail: yingcui@outlook.com | | | | | | | | | | | | | | | |
| **Experience:** | | | | | | | | | | | | | | | |
| May 2018-Present | **Writer** | | | | | | | | | ***WordReference*** | | | | *USA* | |
| June 2016-Present | **Partner of a tight-knit group of localizers** | | | | | | | | | ***Indie Localizers*** | | | | *N/A* | |
| Sep 2015-Present | **Foreign Language Transcriptionist** | | | | | | | | | ***VerbalizeIt*** | | | | *USA* | |
| July 2014-Present | **Translator/Subtitler (Independent Contractor)** | | | | | | | | | ***SDI Media*** | | | | *Hong Kong* | |
| May 2014-Present | **Service Partner** | | | | | | | | | ***Lionbridge*** | | | | *Ireland* | |
| May 2014-Present | **Translator (Independent Contractor)** | | | | | | | | | ***Acclaro Inc.*** | | | | *USA* | |
| May 2014-Present | **Translator (Independent Contractor)** | | | | | | | | | ***Lingotek Inc.*** | | | | *USA* | |
| April 2014-Present | **Freelance Translator &Proofreader** | | | | | | | | | ***TextMaster*** | | | | *Belgium* | |
| April 2014-Present | Freelance Editor | | | | | | | | | ***Unbabel Inc.*** | | | | *USA* | |
| March 2014-Present | **Translator (Independent Contractor)** | | | | | | | | | ***Smartling Inc.*** | | | | *USA* | |
| Feb 2014-Present | **Freelance Transcriber** | | | | | | | | | ***CastingWords LLC*** | | | | *USA* | |
| Jan 2014-Present | **Certified Translator/Proofreader/Reviewer** | | | | | | | | | ***One Hour Translation*** | | | | *Israel* | |
| **Some Other Agency Affiliations:** | | | | | | | | | | | | | | | |
| Live Translation Limited | United Kingdom, Translator | | | | | | | TRAD'ILP | | | France, Translator | | | | |
| Babelcube Inc. | USA, Translator | | | | | | | Bridgeway Translations | | | USA, Translator | | | | |
| Dixit | France, Translator | | | | | | | Corporate Translations | | | USA, Freelance Vendor | | | | |
| gds Sprachenwelt | Germany, Translator | | | | | | | VistaTEC | | | Ireland, Translator | | | | |
| Tomedes | USA, Translator | | | | | | | Alpha Translations | | | Canada, Subcontractor | | | | |
| TEXTKING | Germany, Translator | | | | | | | ComTranslations | | | Spain, Translator/ Proofreader | | | | |
| Lingvus | Czech, Translator | | | | | | | Ad Verbum | | | Bulgaria, Translator/Proofreader/Reviewer | | | | |
| Translated | Italy, Translator& Subtitler | | | | | | | InterNation | | | USA, Contractor | | | | |
| Keywords International | Singapore, Translator | | | | | | | Lingosaur (Contatum Ltd.) | | | Finland, Translator | | | | |
| Qordoba | Dubai, Translator& Editor | | | | | | | Glocal Media Limited | | | UK, Subtitler | | | | |
| Matinée | UK, Subtitler& Translator | | | | | | | Power of Babel | | | Canada, Subtitler& Translator | | | | |
| **Oct 2012–Present** | **Freelance Translator/Proofreader/Localizer/Transcriber/Subtitler** | | | | | | | | | | | | | | |
| **Language Pair:** | | | | | | | | | | | | | | | |
| English–>Simplified Chinese (native) | | | | | | | | | | | | | | | |
| **Specialization:** | | | | | | | | | | | | | | | |
| Advertising, Manufacturing, Media, Business, Recreation, Fashion, Travel &Tourism, Journalism, Beauty, Immigration, Arts & Culture, Retail &Wholesale, Education, Food& Beverage, Marketing, General, Gaming, Real Estate, Literature, Medical, Machinery, Hospitality, etc. | | | | | | | | | | | | | | | |
| Technical | | | | | | | | | | | | | | | |
| * Software, Hardware and Website localization * IT, Networks * Instructions, Manuals& FAQs | | | | | | | | | | | | | | | |
| **Other Translating/Transcribing/Subtitling/Interpreting Related Experience:** | | | | | | | | | | | | | | | |
| * Ongoing | | | Translation of open course lectures on a voluntary basis at <http://www.myoops.org> | | | | | | | | | | | | |
| * March 2014 | | | Translation of tea product description(Chinese->English) | | | | | | | | | | | | |
| * Dec 2012 | | | Translated and localized tea store website content(Chinese->English) | | | | | | | | | | | | |
| * March 2010 - May 2011 | | | Interpreted everyday and work-related activities for friends and colleagues on occasion | | | | | | | | | | | | |
| **Areas of expertise:** | | | | | | | | | | | | | | | |
| Translation/Localization of written and oral material  Proofreading/Editing translated material  Subtitling film productions, news reports, lectures, talks, etc  Ensuring transcript conform with format/quality required  Transcribing, proofreading, formatting and editing audio and video content | | | | | | | | | | | | | | | |
| **Translated Publications:** | | | | | | | | | | | | | | | |
| *London Macabre* by Best-Selling Author [Steven Savile](http://www.babelcube.com/user/steven-savile)  *Laguna The Lonely Mermaid* by Best-Selling Author Dan Alatorre  *The Princess and The Dolphin* by Best-Selling Author Dan Alatorre | | | | | | | | | | | | | | | |
| **Other Qualities:** | | | | | | | | | | | | | | | |
| * Worked, lived and travelled in New Zealand for 15 months and attained general erudition and intimate familiarity with both eastern and western culture and full awareness of diversity & multicultural issues * Native speaker of Simplified Chinese and fluent in English, both written and spoken, in a wide range of registers * Mastery of information technology, fine arts and education jargon in both languages * Good communication and social skills * Abidance by code of ethics * Mastery of detail; able to identify key points from mass information, and conversely, extrapolate beyond the boundaries of limited information on hand * Able to prioritize work and meet deadlines * Translation Capacity: 2000-3000 words/day * My LinkedIn Profile: <https://www.linkedin.com/in/ying-cui-64213491/>   *Samples of my work:* [Click Here](https://1drv.ms/w/s!Aii593kk4cDYgUMxFQneUKAG7k_y) | | | | | | | | | | | | | | | |
| **Aug 2011-May 2014** | **E-commerce Coordinator** | | | | | | **Huatian Handmade Cotton Apparel Online Store (Part-time)** | | | | | | | | |
| * Performed website marketing, order capture and processing and integrated payments * Conducted website maintenance to keep online shop up-to-date * Performed excellent post-sales service to maintain high customer satisfaction and follow-up business * Dealt with customer queries and responded to comments and criticism in a constructive and positive manner * Adopted consultative sales approach and provided excellent customer service * Corresponding with overseas clients * Translating research-related information such as fashion trends * Cross-cultural adaptation of advertising | | | | | | | | | | | | | | | |
| **March 2010 - May 2011** | **Overseas Experiences** | | | | | **New Zealand** | | | | | | | | | |
| * Packing & grading kiwifruits, kiwifruit package making, thinning & pruning kiwifruit trees, trimming & wrapping grapevine and grading asparagus * Awarded *The Best Employee of the Week* * Backpacked through most parts of New Zealand South Island and many parts of North Island * Volunteered at Stewart Island for SIRCET conducting plant nursery and pest control | | | | | | | | | | | | | | | |
| **Oct 2008 - Jan 2010** | **Education Consultant** | | | | **Natural Light Education Consulting Co., Ltd.** | | | | | | | | | | **Baoding, China** |
| * Designed and implemented various educational programs * Conducted research related to education * Introduced courses and teaching methodology to potential customers to meet their needs * Complied with standardized sales policies and processes * Developed positive relationships with customers and colleagues * Supported direct sales and marketing activities * Provided customers with necessary consultation on their development and maintained customer satisfaction * Followed up with potential customers to confirm the appointments and maximize attendance * Achieved individual new and renewal enrollment targets | | | | | | | | | | | | | | | |
| **June 2006 - June 2007** | **Assistant Manager** | | | **Novelty Stationer** | | | | | | | | | **Sanya, Hainan, China** | | |
| * Reconciled payments and receipts to various parties on time * Created simple databases to maintain accurate inventory records * Performed day-to-day product sales, marketing, and service activities * Coordinated merchandise replenishment and the flow of merchandise * Processed and dispatched all inwards and outwards goods * Conducted store commodity display * Ability to adjust priorities and effectively multi-task * Delivered exceptional customer service and developed a loyal customer base | | | | | | | | | | | | | | | |
| **Dec 2002 - May 2006** | **High School Computer Teacher** | | | | | | | | **Baoding No.2 Vocational High School** | | | | | | **Baoding, China** |
| * Developed curriculum and taught courses including, Windows Administration, MS office, Database Management, Adobe Photoshop, Website Design, Flash, Dreamweaver, Fireworks, etc. * Provided lab tutorials; Instructed and assisted students in their computer lab sessions * Graded assignments, tests and exams * Actively participated in staff meetings and brainstorming sessions * Performed general office administrative and clerical duties at School Administration Office * Assisted students with homework and test preparation | | | | | | | | | | | | | | | |
| **Education:** | | | | | | | | | | | | | | | |
| Sep 2002-July 2005 | | Bachelor Degree in Computer Science and Technology | | | | | | | | | | Hebei University, China | | | |
| Sep 1999-July 2002 | | Associate's Degree in Computer Science Education | | | | | | | | | | Baoding Teachers College, China | | | |
| *Degree Thesis: The Development of Online Shopping System* | | | | | | | | | | | |  | | | |
| **Skills &Qualifications:** | | | | | | | | | | | | | | | |
| * Language: National College English Test BAND 6 (advanced), IELTS 6.5 | | | | | | | | | | | | | | | |
| * Computer Skills: Computational Theory, Operating Systems, Computer Networks. Skilled in use of Windows, Microsoft office (especially Word and Excel), proficient with Adobe Photoshop, Adobe Reader, Dreamweaver, Fireworks, Flash, Frontpage, etc. | | | | | | | | | | | | | | | |
| * CAT tools: OmegaT, MemoQ, Across, SDL Trados Studio 2015, MemSource | | | | | | | | | | | | | | | |
| * Transcription Software: Express Scribe | | | | | | | | | | | | | | | |
| * Subtitle Editor: Aegisub, Jubler, Subtitle Edit, Subtitle Workshop | | | | | | | | | | | | | | | |
| * National Computer Rank Examination Rank 3B (advanced) | | | | | | | | | | | | | | | |
| * Painting (watercolor& acrylic) | | | | | | | | | | | | | | | |
| **Locate &Travel:** | | | | | | | | | | | | | | | |
| Willingness to relocate anywhere and any amount of travel required to handle the position effectively | | | | | | | | | | | | | | | |