

Resume

Personal Information:

Name: Ouyang Zhiwei (欧阳智卫)

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Work Experiences:

Sept. 2006 – Now, Fulltime Translation Freelance/

July 2004 – Sept. 2006, Hisoft Beijing, as Proofreader and LQAer of the Localization Department. Worked for various clients, including the world leading companies such as Oracle, Microsoft, IBM, HP. Worked with a variety of products from these well-known enterprises, including Oracle 11i; Microsoft Office 12, Exchange 12, SQL Server 2005; IBM Middleware etc.

Oct. 2003 – July 2004, Translation Freelance, worked for translation agencies such as EC-China, Tonia and Transpac, and a few of PR agencies. During this period, I translated various types of materials from technical documents to marketing materials, news press, literatures and business contracts.

Oct. 2001 – Oct. 2003, Worksoft, as a Translator (localizer) and Proofreader of the Localization Group. Worked for the leading ERP provider

PeopleSoft to localize its large ERP Suite, including its CRM, HRMS, FMS and EMS modules.

Sept. 1999 – Sept. 2001, Chinalabs.com, as a Consultant and Project Manager. Providing advices to the Internet startups and local authorities in China with research reports.

Education:

Sept. 1993 – July 1996, Department of Chinese Language, Zhejiang University, MA

Sept. 1989 – July 1993, Department of Chinese Language, Zhejiang University, BA

Tools skilled with:

For translation and Localization: Trados with Tageditor, WinAlign and Multiterm, Microsoft LocStudio, Microsoft Hellium, IBM Translation Manager, Sun Transeditor, PeopleSoft Application Designer, etc.

For word processing and presentation: Microsoft Word, Excel, PowerPoint, Sun StarOffice Suite, etc.

Other tools: Sear and Replace, Xbench, EzFind etc.

Language Skills:

English: CET-6 passed, fluent with reading and writing.

Japanese: Japanese Language Proficiency Test Level 2 passed with the ability of reading general articles in Japanese.

French: self-learned with the ability of reading normal presents in French.

Personality:

Rich of work experiences in localization and translation areas.

Acting timely and wholeheartedly.

Enthusiastic to learn and explore.