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|  | | |  | |  | | **Resume** |  |  |  |
| |  | | --- | | **【Basic Information】** | | | | | | | | | | | |
| **Name:** | Melody Wang | | |  | | **Gender: Female** | | | Female |  |
| **College:** | Jiang Xi Normal University | | | | | **Major: English** | | | English |
| **Educated Level:** | Bachelor | **English Level:** | | CET 8 | | **Work Exp.: 10 years** | | | 12 years |
|  |  |  | |  | |  | | |  |
| **【Work Experience】** | | | | | | | | | | |
| **2002.3-2003.10** | | | | | **Galactic Computing Ltd. Company** | | | | **General Manager Assistant& Translator** | |
| Responsibility | | | | | | | | | | |
| ◇Assist general manager's work, and translate some materials of server, including products, marketing and patent articles etc. | | | | | | | | | | |
| ☉Translated files (English to chinese) | | | | | | |  |  |  |  |
| Maintenance Unit Structure of High scalability Internet Super Server | | | | | | | |  |  |  |
| High Performance Super Server Clustering Based on Galactic Calculate Infrastructure | | | | | | | | |  |  |
| Blade Server Computing Chassis with Network Switch etc. | | | | | | | |  |  |  |
| ☉Financial files | | |  | |  | |  |  |  |  |
| Investment Holding Company–feasibility and plan process-verbal of purchasing Maxon Company | | | | | | | | | |  |
| Investment Holding Company-Fund Plan etc. | | | | | | |  |  |  |  |
| **2003.10-2006.7** | | | | | **Wei Er Translation Company/English Translator** | | | | **Advanced translator** | |
| Finished Projects (localization E-C) | | | | | | | | | | |
| ☉Microsoft MSDN website and manual | | | | | | |  |  |  |  |
| ☉Kodak user manual, market, news, website etc | | | | | | |  |  |  |  |
| ☉Hewlett-Packard printer, camera, user manual etc | | | | | | | |  |  |  |
| ☉Sun Microsystems technology document and manual | | | | | | | |  |  |  |
| ☉SolidWorks solutions | | | | |  | |  |  |  |  |
| ☉TI website, user manual and software | | | | | | |  |  |  |  |
| ☉Dell knowledge base article, website translation | | |  | |  | |  |  |  |  |
| ☉Novell software user manual | | | | |  | |  |  |  |  |
| **2006.7-2007.7** | | | | | **Bright Translation Company/reviewer** | | | | **PM & Reviewer** | |
| Responsibility | | | | | | | | | | |
| ◇Localization translation and reviewing, responsible for project management. | | | | | | | | |  |  |
| ☉Develop localization business | | | | |  | |  |  |  |  |
| ☉reviewing | | |  | |  | |  |  |  |  |
| **2007.7 till now** | | | | | **Freelancer** | | | |  | |
| Main client:SDL, Linguitronics co., Ltd., Boffin, Lionbridge etc. | | | | | | | | | | |
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| **【Skills】** | | | | | | | | | | |
| ◇CET 8,fluent English listening, speaking, reading and writing | | | | | | | | | | |
| ◇Specialized translation fileds: IT, management, logistics etc. | | | | | | | | | | |
| ◇Be proficient in Trados、SDLX translation software | | | | | | | | | | |
| ◇Be familiar with Offices, Photoshop, Visio, Project | | | | | | | | | | |
| ◇Good at searching and using Internet resources | | | | | | | | | | |
|  | | |  | |  | |  |  |  |  |
| **【Education】** | | | | | | | | | | |
| **1993.09-1997.07** | | | | | **Jiang Xi Normal University** | | | | **English** | **Bachelor** |
| Main Courses: College English Intensive Reading, College English Extensive Reading, English Listening, Comprehensive Reading, English Writing, Translation and Translating:Theory and Practice, English-speaking Countries Introduction, AMERICAN & BRITISH LITERATURE, BEC and International Trade Practice etc. | | | | | | | | | | |
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