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| **【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 |
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| **【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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