

# Andy Zhou

## ***Personal Information***

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Name: Andy Zhou

Preferred Name: Andy

Email: andywy1229@gmail.com

Skype/ Proz : Andy Zhou

Phone number: 15737655006

Native Language: Chinese

Working Hours: 9:30-17:00 (GMT+8)

Top Language Pair: English to Simplified Chinese; Simplified Chinese to English

Fields of Expertise: Automotive, Fintech, AI

Rate Range: \$0.06 to \$0.15/word

MTPE Rate: \$0.04/word

Hourly Rate: \$30 to \$ 50/hour

Accepts: USD(\$), EUR(€), GBP(£)

Payable via Payoneer, Paypal

CAT Tools: MemoQ, Trados

LinkedIn Profile: [Andy Zhou | LinkedIn](#)

## ***Profile***

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I am a freelance translator with 10 years of experience in delivering exceptional translations of diverse materials from English to Simplified Chinese and vice versa. I am committed to providing high-quality translations that are accurate, natural, and culturally appropriate.

My exceptional writing and reading proficiency, combined with my unparalleled time management skills, have enabled me to successfully complete a wide range of translation projects, including: Technical documentation, Marketing materials, Legal documents, and Financial statements. I am also a skilled proofreader and editor, and I am able to identify and correct errors in grammar, punctuation, and style.

I am a highly motivated and results-oriented individual with a proven track record of success. I am confident that I can provide you with the high-quality translation services that you need.

## ***Work experience***

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### **Freelance Translator (11/2022 – present)**

#### **Beijing Wanyi Botong Management Consulting Co., Ltd.**

- Translated diverse projects with an accuracy rate of 98%. The fields included automobile, autonomous driving and intelligent vehicle, fintech, AI, block chain, marketing, 5G telecommunications technology, new energy, dual carbon and other materials from English to Chinese and vice versa, ensuring precise, accurate translations.

- Upheld outstanding client experience and promoted services extensively across the internet, driving the growth of the client base.

### **Sales and Marketing Manager, Translator (05/2018 – 11/2022)**

#### **Xinyang Toyota Automobile Sales and Service Co, Ltd.**

- Managed a team of 5 marketers and 15 salesmen.
- Trained and managed a team of sales representatives.
- Developed and executed marketing campaigns for a variety of products and services.
- Secured sponsorships for company events.
- Grew market share of Toyota by 25%.
- Increased brand awareness by 15%.
- Skilled translator, proofreader and editor.

### **Automotive Finance Manager, Translator (01/2014 – 05/2018)**

#### **Xinyang Toyota Automobile Sales and Service Co, Ltd.**

- Managed the financial aspects of the automotive sales and service business, including budgeting, forecasting, and reporting.
- Developed and implemented marketing strategies to increase sales.
- Achieved a 20% increase in sales during my tenure.
- Successfully completed a wide range of translation projects, including technical documentation, marketing materials, legal documents, medical reports, and financial statements.
- Skilled proofreader and editor, able to identify and correct errors in grammar, punctuation, and style.

### **Translator (05/2012 – 01/2014)**

#### **Xinyang Toyota Automobile Sales and Service Co, Ltd.**

- Translated car models' technical specifications, features descriptions, and marketing materials from English to Chinese, facilitating sales and marketing to local consumers.
- Translated sales contracts, non-disclosure agreements, letters, and emails between the company and clients or partners.
- Reviewed and ensured the accuracy and quality of translation work by external translators. Provided feedback and made revisions where needed.
- Coordinated with marketing and sales teams to understand key messages and context, and advised on how best to localize content for Chinese audiences.

## **Education**

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### **English | Bachelor (09/2008 – 07/2012)**

#### **Henan University of Science and Technology**

- Translation Theory and Practice: Studied principles and techniques of bilingual translation. Completed translation projects of different text types.

- English/Chinese Grammar and Composition: Developed strong language proficiency and writing skills in English and Chinese.
- Business Translation: Translated business-related documents including contracts, communications, marketing materials, etc. between English and Chinese.
- Localization and Cultural Adaptation: Translated web content, mobile applications and other media from English to Chinese, adapting to local cultural conventions.
- Cross-cultural Communication: Analyzed how cultural differences influence language use and translation. Improved competence in navigating cultural barriers.

## ***Certificates***

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### **China Accreditation Test for Translators and Interpreters (CATTI)**

- CATTI is a national accreditation test for translation and interpreting professionals in China issued by the Ministry of Human Resources and Social Security. It certifies Chinese-English bilingual language competency according to certification levels.
- To obtain the CATTI certification, candidates must:
- Be proficient in using Chinese and English, especially familiar with translation theories and terminology.
- Meet the language proficiency requirements for the specific certification level. Candidates are tested in reading, listening, speaking and writing.
- Pass an exam testing translation and interpreting ability for the language pair. The certification exam covers translation between Chinese and English based on level, including literary, technical, business, medical, and legal translation.

### **Test for English Majors-Band 8**

- TEM-8 is an English language proficiency test for university students majoring in English administered by the Testing Center for Chinese Proficiency (TCCP). Band 8 is the highest level, certifying mastery of expert-level English abilities.