

Bella Laurent

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Nanjing, China

Translator, Editor & OA

****Language Combination: English/French To Chinese****

Summary

I am a dedicated English/French to Chinese linguist with a keen sense of client service spirits and would like to support my clients and team fully & always. I have unique natural abilities in language study, business, team work and time management, always thinking about other's standpoint and creating a challenging but rewarding work environment. I am proud to serve as a linguist because my input into every project and my thirst of knowledge are truly valuable and remarkable for my whole life career. My 10 years hard working equipped me proficient skills in contract, engineering, electronic product manual, IT, hotel, marketing, technical document, questionnaire translation and localization.

Experience

Independent Linguist, March 2015 – Present

Regular Projects:

China Tower;

Education;

Investment Grid and Economic Document;

Electronic Dictionary Marketing (50,000 words);

Book on history (70,000 words);

Trading and Investment;

Hotel Marketing;

Lookfantastic: cosmetic product marketing and promotion information (200,000 words);

Automobile (Autopilot);

Farm Equipment.

Other Projects:

Whiskey Production (5,000 words);

Training Material SANOFI (training PPT) (40,000 words);

AVISO (hazardous pesticides) instructions (3200 words);

Press Instruction Manual (MULTI SUSPENSION PRESS) (40,000 words);

Crown Equipment Corporation (technical material for trouble-shooting) (15,000 words);

User Manual (Knorr-Bremse AG) (70,000 words);

Tribendimidine Consortium Newsletter (10,000 words);

Hewlett Packard: HR Training (30,000 words); Hewlett Packard: Technical (20,000 words);

Elevator Installation (45,000 words);

Bosch Rexroth (20,000 words);

KUKA Roboter (2,000);

AIDA SRL (2,000);

SCHUNK GmbH & Co. KG (technical materials) (25,000 words);

Val-Matic Valve Manufacturing Co.: User Manual (30,000 words);

Yale Digital Door Lock (5,000 words);

AsureQuality Laboratory Capabilities (5,000 words);

HerkulesGroup (8,000 words)

BioLite KettlePot (2,000 words);
VersusMedia (10,000 words);
AH Packer Family Trust: Summary of Funding and Security Term (5,000 words);
ASB Margin Lending: product introduction (1,500 words);
Wild Animal introduction (2,000 words);
Academic Dishonest Letter (2,000 words);
Prenuptial Agreement (4,000 words); **Samsung:**
promotion information (2,000 words);
Washington Brown: website localization (10,000 words);
USABROAD, Inc: Representative Office Agreement (2,500 words);
Bacardi: legal text (1,000 words);
Kravitz Design Inc.: Marketing Material (3,500 words);
Evo_Go_Packaging: marketing (2,000 words).;
Caterpillar Inc.: training PPT (1,000 words);
MICA/BEI Pre-College Studio Residency Program 2017 (2,000 words);
Grad Keepsake Letter (3,500 words);
Asteroid Hues LLC.: Term sheet (1,500 words);

TOIN Corporation, Translator & QA, Sept. 2010- Feb. 2015

- 1) Translate & Review translation project, drafted Style-guide based on the specific requirement of each project;
- 2) Train the new translators and help the team members to familiar project and improve translation skills;
- 3) Analysis the project difficulty and assist project manager in assigning new project;

Project Experience:

AppleCare (2000,000 words review and translation experience);
GoPro (100,000 words review experience);
PDI and Kornferry;
A Guide for Development and Coaching;
Salesforce.

Globevisa, Translator, Sept. 2009 to Sept. 2010

Design, translate and review immigration documents

Education

Bachelor of English Literature From Liaoning University

Certificate

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Computer Skills

Proficient in FrameMaker, memsource, trados, memoq, idiom, XTM, smartling online system, etc.

