John He

**Freelance Translator (English/Chinese)**

Subject area: **Business & Religion**

Tel: 86 1507114904

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Objective

Hard-working professional with 3 years of experience and a proven knowledge of Translation/Interpretation. Aiming to leverage my skills to successfully fill the **Freelance Translator role** at your company.

Professional Translation experience

**Asia Trust, HCMC/Viet Nam/Dec 2016-Present**

**INDIAN CERTIFIED TRANSLATION/2019-Present**

**FTB Team/2019-Present**

Follow ethical codes that protect the confidentiality of information.

Identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors.

**Translate Proofread, edit, and revise translated materials.**

Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.

Read written materials, such legal documents, scientific works, or news reports, and rewrite material into Chinese or English.

Refer to reference materials, such as dictionaries, lexicons, encyclopedias, and computerized terminology banks, as needed to ensure translation accuracy.

Compile terminology and information to be used in translations, including technical terms such as those for legal or medical material.

Check original texts or confer with others to ensure that Translations retain the content, meaning and feeling of the original material.

Discuss translation requirements with clients and determine any fees to be charged for services provided.

Travel with a guide, tourists speaks English.

My interpreting experiences

**Church related Interpreting, 2008-2017**

**Ninglong Tire, Foshan, China**

Freelance Interpreter, May2019

Coordinated communication between football stars and store managers of Ninglong Tire.

**Dmitry (Businessman), Guangzhou, China**

Freelance interpreter, Apr – May 2019

Interpreted for Switzerland customer Dmitry in negotiation with Guangzhou coconut Phoenix unmanned convenience store co., Ltd for sole dealing in Switzerland.

**Dmitry (Businessman from Switzerland), Guangzhou, China**

Sourcing agent, Sept – Oct 2019

Purchased appliances used to develop unmanned convenience store.

**Leon (Businessman from France), Guangzhou, China**

Personal assistant, Jul- Aug 2012

Worked as a personal interpreter for the businessman from France to set up his Fast food stores Chicken express shop in Guangzhou. Fund and purchased food suppliers and relevant equipment suppliers.

**Chinese Agape Foundation, Tiandeng, China**

Project Assistant, Sep-Oct 2010

Worked as a personal assistant to the US project manager in the orphanage construction project.

**China Agape Foundation, Huzhou, China**

Interpreter, Jul 2019

Interpreted for the negotiation between the chairman of Agape Foundation and the Government of Huzhou for setting up an orphanage in Huzhou.

What can i do for you?

Interpreting service / Document translation

Trade show/fair /exhibition visit (booth,VIP Support, eg. Canton Fair)

General business meeting

Business negotiation

Factory / supplier visit

Supplier evaluation

Office set-up support

Product sourcing

Contract preparation

Market survey

Order follow-up

Quality checking

Shipping arrangement

Business suggestion

Travel plan tailoring

Hotel & plane booking, car renting, airport pick-up & drop off.

Shopping and look-around guidance

Education

**Wuhan communication college of Technology**, Wuhan, Hubei, China

The design and manufacture of machines

2006-2009

REFERENCES

References available upon request