**CCJK Technologies**

Changsha office: Rm 1903, Block A, South Tower, 202 Building, No. 882 Wuyi Avenue, Kaifu District, Changsha, Hunan 410005, P. R. China

www.ccjk.com;

**SUMMARY OF QUALIFICATIONS**:

Founded in 2000 and born for Internet, CCJK is a highly trusted professional e-Services company supported by more than 2,000 talented linguists, engineers, designers and programmers who work as a super organized team. From language translation, desktop-publishing, graphic design, software localization, website development, SEO, user guide to corporate eLearning, we provide one stop solution to help client gain competitive edge. We rely on streamlined and sophisticated process to ensure fast and quality delivery. By trusting CCJK’s one stop solution, you need only focus on your core business, win market share and maximize your profit in simplest and soonest way.

**\* June 2006 – today – *CCJK Technologies Co., Ltd specializing in:***

* Software Development  
  Website Design  
  Graphic Design  
  Translation  
  DTP (Desktop Publishing)  
  Document Writing  
  SEO  
  iPhone Testing  
  Data Testing

***Jun 1998 - March 2000 Chief Editor (ERP Department)***Job responsibilities:  
1. Design and prepare linguistic style guides and list of terms as well as reference materials.  
2. Serve as a bridge between the language specialists and in-house translators and /or external resources to facilitate effective exchange of critical project related information among parties concerned.  
3. Supervise the day-to-day activities of editor by conducting a daily random check on all translation to ensure maximum quality service for existing clients.  
4. Coach the editors to ensure the highest level of professional linguistic service.   
  
***Mar 1998 - Jun 1998 Senior Translator***Job responsibilities:  
1. Editing of software localization projects such as Oracle and Baan.  
2. Preparation of glossary terms for projects.  
3. Coach junior editors to ensure the highest level of professional linguistic service.  
  
***Apr 1997 - Mar 1998 Translator***Job responsibilities:  
1. First line translation and proofreading of projects such as Compaq, Dell, HP, Oracle and Baan.  
2. Editing of software localization projects such as Oracle and Baan.

***Languages***   
Chinese Simplified  
Chinese Traditional  
Japanese  
Korean  
Indonesian  
Thai  
Vietnamese  
Tagalog  
Malay  
Hindi  
Tamil  
Bengali  
Arabic  
German  
French  
Spanish  
Dutch  
Italian  
Danish  
Swedish  
Greek  
Czech  
Russian  
Polish  
Finnish  
Portuguese  
Hungarian  
Slova Republic

**Localization & Translation Tools:**  
Trados  
SDLX  
Catalyst  
DejaVu  
Idiom worldserver  
IIDS  
Loc studio  
Oracle  
Passolo  
Transit  
WordFast  
Photoshop

**Certifications**

2009 - Today

ATA (American Translators Association) Member

**CCJK Cooperative Partner**

Medical Field：**AstraZeneca、Abbott、Medidata、Parkway Group Healthcare、GE Healthcare、Kodak Medical Imaging、Agilent Medical Device、Omron…**

Financial Field：**Citibank、Asia Banker、Liberty International Underwriters、Manulife、Allianz、First State Investments、Pioneer Investments、Miare Asset…**

Telecommunications &IT Field**：Cisco、Nokia、Broadcom、Intel、Seagate、HP、Dell、Samsung、Sun Microsystems、Borland、EXFO、SAP…**

Manufacturing &Engineering Filed：**Honda、Mini Cooper、Bentley、Miele、Sanyo…**

**Contact Information:**

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