

Cheng Jia Wei

TRANSLATOR, PROOFREADER,
TRANSCRIBER, EDITOR



ABOUT ME

A highly skilled Translator with six years of experience, specializing in linguistics, translation, localization, and client relations. Proficient in Chinese, English, and Malay, with a track record of successful localization projects across various industries, including education, finance and investment, telecommunication, gaming, comics, films and video subtitling, etc.

Known for impeccable translating, proofreading, and editing, I am committed to maintaining the highest quality standards. With a strong work ethic and an unwavering commitment to efficiency and integrity, I excel at accurately assessing the cultural and contextual nuances of material, bridging language gaps, and promoting cross-cultural understanding.

EDUCATION

Sep 2016 - Jul 2020

Zhejiang University, China

School of International Studies

- GPA 3.48/4.0 (81.48/100).
- Obtained a Bachelor of Translation and Interpretation with a focus on Chinese-English or English-Chinese translation.

May 2023 - Jul 2023

Malaysian Institute of Translation & Books, Malaysia

- Result 84/100.
- Obtained Certificate of General Translation Course on English-Malay or Malay-English.

CONTACT

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No. 4, Jalan Lazat 7, Happy Garden, 58200, KL.

LANGUAGE



SKILLS

- **Microsoft Office**
Proficient in using Excel/ Word/ Powerpoint.
- **SDL Trados Studio**
Experienced in editing, reviewing and managing translation projects and terminology to ensure translation quality and increase productivity.

EXPERIENCE

TRANSLATOR

Virtuos Kuala Lumpur

Kuala Lumpur, Malaysia

Dec 2022 - Present

- A sole Chinese-English translator of the Kuala Lumpur studio.
- Facilitated communication between Kuala Lumpur and the studio in mainland China.
- Translated various materials, including documents, presentations, emails, reports, etc.
- Attended meetings and provided simultaneous interpretation services from Chinese to English.

RESEARCH ASSISTANT (TRANSLATION) Kuala Lumpur, Malaysia

Capital Dynamics Sdn. Bhd.

Oct 2020 - Mar 2021

- Translated and proofread investment-related content and materials from English to Chinese and vice versa. More than 50 of my translated articles have been published on *i* Capital newsletters and its official websites.
- Translated and edited the financial reports of Chinese companies assigned by the CEO.
- Assisted the Senior Management and Investment Analysts in ad-hoc projects, presentations and reports.

PROOFREADER (QUALITY ASSURANCE) Hangzhou, China

iQIYI, Inc

Dec 2019 - Feb 2020

- Reviewed the accuracy of TV translations while evaluating each translated Malay sentence from 1 (poor) to 4 (excellent).
- Accomplished 37,781 sentences totalling approximately 570,000 word counts.

TRANSLATOR AND PROOFREADER INTERN Hangzhou, China

杭州幻趣网络科技有限公司

Feb 2019 - Jul 2019

- Independently managed 4 official websites and accounts, including the RayManga apps, the Play Store review board, the Instagram fans page, and the Facebook fans page.
- Daily reviewed the comments and feedback posted on the official websites, responded to the users promptly and submitted the daily summary reports to the head of the operation department.
- Translated all of the marketing content and content from the RayManga app from Chinese to Malay.
- Proofread the translation quality of more than 10 comics that were translated from Chinese to Malay and vice versa.