**Curriculum Vita**

**Name**: Cheng Juan

**Date of birth:** December 3rd, 1988

**Education:** 2007-2011 -- Xi'an International Studies University, BA in English Language Literature

**Certificates:** TEM-4, TEM-8

**Mother Tongue:** Simplified Chinese

**Language pair:** English <> Chinese (Simplified and Traditional)

**Service**: Translation, Proofreading & Editing, Transcreation, Adaptation and more

**Areas of Expertise:** Hospitality, Tourism, Marketing, Fashion, Games & Gaming, Technical, Engineering & Manufacturing, IT, Legal & Financial, Education & Training, and General Subjects

**Translation Experience:**

06/2011 – 2016:

In June, 2011, I graduated from the university and joined Sino-vantage Translations Ltd., a professional, multilingual service provider based in Shenzhen, as a full-time translator and senior editor, dealing with documents across a wide range of subject areas including financial, legal, marketing, technical, fashion, IT, advertising, hospitality, games, literary, etc.

2016-now:

In 2016, I decided it was time to be a freelance and since then, I have been working for translation and localization companies across the country, working on files across a wide range of subject areas including law, technology, finance, business, IT, marketing & advertising, tourism & hospitality, games, literature, publication, etc. The clients I have served and am still serving, either directly or indirectly, include Four Seasons, Rosewood, Shangri-La, Hilton, Marriott & Intercontinental, Holiday Inn; Lenovo, Apple, Oracle, Schneider, Huawei & Samsung; PwC, Allen & Overy, JP Morgan, Morgan Stanley, Allianz, Standard Life, Prudential & Covered California; Eaton, Emerson, IngersoII Rand, Siemens & Philips; Medtronic, Abbott Laboratories & Siemens Healthcare; Amazon, Wal-Mart & Macy's; Lamborghini, Mercedes-Benz, Volvo & Skoda; Tiffiny, Cucci & Ferretti; CGN, TCL, PetroChina, State Grid & Chinalco, among others.

With 8+ years’ experience and expertise in the profession, I have completed translation and editing of files totaling **5,000,000+ words**.

**Regular Projects (subject-specific):**

1, **Technical projects**: User guides, operation instructions, specifications, service manuals, websites, software, and other technical files, 200,000 + words, EN <> SC&TC, translation & editing

2, **Legal projects**: Policies, contracts, agreements, articles of association, regulations, terms and conditions, specifications, complaints, etc. 100,000+ words, EN <> SC&TC, translation & editing

3: **Literary projects**: Magazines (FORTUNE, LA Magazine, Boston and The Superyacht Life), books, luxury brands, cosmetics, yachts, hotel properties, websites, press & product releases, taglines, slogans, marketing & advertising files, etc., 200,000+ words, EN <> SC&TC, translation & editing

4. **Financial projects**: Prospectuses, articles of association, quarterly, interim, and annual reports, circulars, announcements, proposals, research reports, patents, etc. 100,000+ words, EN <> SC&TC, translation & editing

5. **Medical projects**: Product & medical equipment introductions & manuals, websites, cases, medical review, medical research reports, and other medical files, 100,000+ words, EN <> SC&TC, translation & editing

6. **Gaming projects (games)**: Armello, Avakin, Gods and Glory, Salt and Sanctuary, etc., EN to SC&TC, 50,000+ words, translation & editing

7. **Standards**: International, national & industry standards, 200,000+ words, EN <> SC, translation & editing

8. **Documents:** Bachelor’s, Master’s & Doctor’s Degrees/Diplomas/Graduation & Marriage Certificates, etc., 10,000+ words, EN <> SC, translation & editing

**Regular Projects (client-specific):**

1. **Four Seasons, Shangri-la, Pan Pacific, Rosewood, Holiday Inn, Meritus, Las Vegas Sands, Kempinski, Hilton, Marriott & Intercontinental**: Press releases, websites, offers, marketing files, etc., 100,000+ words, EN <> SC, translation & editing

2. **Blueprint, Pinnacle, Grand Theft Auto, Armello, Avakin, Gods and Glory, Salt and Sanctuary**: Game rules, articles, localization, EN <> SC, translation & editing

3.**Microsoft, Lenovo, PTC, Caterpillar, Bosch, Apple, Oracle, Schneider, Huawei & Samsung**: Press releases, product releases, websites, presentations & reports, technical & marketing files, etc., 300,000+ words, EN <> SC&TC, translation & editing

4. **Boston Magazine, iVT, The Superyacht Life, Saudi Aramco World**: Articles, 100,000+ words, EN to SC, translation

5. **PwC, Allen & Overy, JP Morgan, Morgan Stanley, Allianz, Standard Life, Prudential & Covered California**: Reports, presentations, surveys, legal & financial files, etc, 100,000+ words, EN <> SC&TC, translation & editing

6. **Eaton, Emerson, IngersoII Rand, Siemens & Philips**: Websites, video & audio scripts, press releases, newsletters, letters & messages, manuals & guides, programs & trainings, technical & marketing files, etc., 300,000+ words, EN <> SC, translation & editing

7. **Medtronic, Abbott Laboratories & Siemens Healthcare**: Websites, press releases, medical, technical & marketing files, etc., 300,000+ words, EN to SC&TC, translation & editing

8. **Lamborghini, Mercedes-Benz, Volvo & Skoda:** Press releases, product releases, luxury brand information, technical & marketing files, etc., EN to SC, 100,000+ words, translation & editing

9. **Mulberry, Tiffiny, DFS, Fossil, Cucci & Ferretti:** Luxury brand information, press releases, websites, technical & marketing files, etc., EN to SC&TC, 50,000+ words, translation & editing

10. **Amazon, Wal-Mart & Macy's**: Press releases, newsletters, complaints & surveys, product information, marketing files, etc., 100,000+ words, EN to SC, translation & editing

11. **CGN, TCL, PetroChina, State Grid & Chinalco:** Press releases, product information, announcements, websites, programs & trainings, technical, legal & marketing files, etc., 300,000+ words, EN <> SC, translation & editing

**Language Pairs and Rates (in EUR):**

English <> Simplified Chinese: 0.05/source word

English <> Traditional Chinese: 0.06/source word

**CAT Tools:** SDL Trados, XTM, MemoQ, Wordfast.

**Software:** Microsoft Office; Adobe Acrobat, HTML