**Kelly Duan **

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***Summary of Interpretation and Translation Projects***

*From September 2015 to June 2016,* *I interned as an Assistant Interpreter in Shanhgai Disney,* providing accurate interpretation to facilitate communication to designers, engineers, architect and construction contractors in architecture design, construction and equipment installation, which consisted of around 260 consecutive and liaison interpretation.

*From the end of 2016 to the end of 2017,* *I served as an Assistant to Manager and Interpreter,* supporting business negotiation, design teams and engineering during business trips in the US, Dubai and Singapore.

*Since 2017, I have been working as an in-house translator and interpreter to the Board of Directors in a public company listed in Shanghai and Hongkong Stock Exchange.* Having been translating complex texts containing difficult and business writing, I can accurately capture cultural subtleties, nuances, and emphasis, including socio-cultural essentials embedded in texts and the underlying meanings of the writer. Meanwhile, I have been interpreting for board directors, senior management, government officials and investors with fluent and accurate delivery; on average, I finish 3 simultaneous interpretation and 8 consecutive interpretation every year.

*Apart from the above full-time experience, since 2015, I have provided accurate interpretation* in the fields of big data, manufacturing industry, real estate, wine trade, stage construction, landscape design, theme park, construction, engineering, acoustic equipment, car, medicine, fiber products, etc.

Clients include China-Israel Forum, Italy paper manufacturing company, Guangzhou Seed Property, Chili 7 Colors Wine, Voice of China, Orlando IAAPA, Savannah Art College, US Navitar Projector, UK Amina, China 8th Construction, Dongfeng Renault, British Consulate General Wuhan, UK Morgan Kailong, etc.

For details of the above, please refer to the attachment below.

***Translation***

* **On job**

**2017-now**

Periodical reports include Annual Report, Half-year Report, Q1\Q3 Report, Public Announcement, Annual Report, Half-year Report, Q1\Q3 Report, Annual Result required by HK stock exchange/Significant transaction, connected transaction/M&A proposal, feasibility report, strategy report, financial report/B share converted to H share project translation. Daily output is around 3,000- 4,000 words and annual output is around over 800,000 words.

* **On-campus**

2015/05 German Bayer Publicity Material

2015/05 Proving Certificates for Visit abroad

2015/05 Survey Report on Southeast Asia Auto Market

2015/04 Contract on Trust Fund

2015/04 News Editorial for Oriental Daily

2015/03 Group Learning FAQ

2015/02 Technical Brochure of Domnick Company

2014/09-2015/06 Translator for Guangdong Emergence Management Office

2012/02-2015/09 Volunteer for translation of Economist on Renren Net group

***Education***

**2014/9—2016/6 Sun Yat—Sen University Master of English Translation & Interpretation**

Major courses: Simultaneous Interpretation/Consecutive Interpretation/Mock Conference/ Advanced Translation Practice/ Basic Translation/English Chinese Translation/General Translation/Translation Theory and Practice/Linguistics/English Literature

***Professional Certificates***

CATTI-2 in Translation (China Accreditation Test for Translators and Interpreters)

CATTI-2 in Interpretation (China Accreditation Test for Translators and Interpreters)

IETLS 7.5

TEM-8

BEC Vantage

Shanghai Intermediary Interpretation Certificate

Senior High School Teacher’s Certificate

Qualification Certificate of Securities Profession

Intermediate Economist Certificate

Compliance Officer Certificate

***Work Experience***

***Translator to Board* Public Company listed in Shanghai&HK Stock Exchange 2017/12-now**

* Independently responsible for the translation and proofreading of annual reports, half-year reports, quarterly reports and other business reports including group strategy report, budget reports, financial reports and related docs being reviewed by the Board and other public channels under time pressure and difficulty; (up to 800,000 words per year)
* Responsible for the Chinese and English versions of extraordinary announcements and assist in public release, ensure the consistency with the Chinese version;
* Professionally and accurately interpret for board meetings, special committee meetings, shareholders meetings, investor meetings and other business settings in consecutive and simultaneous manner;
* Responsible for the draft and circulation of meeting minutes in Chinese and English, managing and keeping confidential documents;
* Communicate and coordinate routine or interim requirements by the government department, stock exchanges and other institutions with directors, supervisors and management;
* Organize board meetings, special committee meetings including schedule, agenda, coordinate meeting venue, accommodation;
* Draft board meeting documents and send the meeting notification as required by the Company Law and Articles of Association;
* Prepare all documents to be signed as required by Shanghai Stock Exchange and follow the signing process;

***Projects involved***

* Overseas M&A
* Equity acquisition
* Share repurchase
* Employee Stock Ownership Plan
* Overseas issuance of corporate bonds
* Reform of management remuneration
* Revision of Articles of Association
* Domestically issued foreign shares converted to be listed in Hongkong Stock Exchange

**Attachment**

***Interpretation and Translation Project***

***Interpreting***

**2015/03/25** Israeli ICT Roadshow in Guangdong Province ***Liaison Interpreting***

**2015/05/25-27** The 22nd CIDPEX in Shenzhen ***Liaison Interpreting***

**2015/05/30** TEDx Listening and Sharing ***Simultaneous Interpretation***

**2015/08/19** Meeting Between Guangzhou Seedland Real Estate Group and British Repton International School ***Whispering Interpretation***

***2015/08/21*** Chili 7 Colors Wine Commercial Negotiation with Shenzhen Hangwei Trade Company ***Consecutive Interpretation***

***2015/11/10-12*** 2015 Shanghai International Wine&Spirits Exhibition ***Liaison Interpretation***

***2016/5/30-6/2*** The Voice of China Stage setting **Liaison Interpretation**

***2016/7/5-8*** Kick-off meeting between a landscape design firm and owner **Consecutive**

***2016/11/3-15*** IAAPA Exhibition in Orlando **Consecutive Interpretation**

***2017/1/10-13*** Savannah College of Art and Design meeting with Chinese team on Cooperative School **Consecutive Interpretation**

***2017/2/24*** Evergrande Fairy Tale World Design Sharing **Whispering Interpretation**

***2017/3/15*** Savannah College of Art and Design Shanghai Visit on Cooperative School **Consecutive**

***2017/4/2*** Navitar Project Meeting **Consecutive Interpretation**

***2017/5/1-3*** Dubai business trip of a design team **Liaison Interpretation**

***2017/6/1-3*** American Entertainment Design Qingdao Visit **Consecutive & Liaison Interpretation**

2017/7/28-30 Shanghai vendor visit of an American company **Liaison Interpretation**

***2017/11/7-8***Sharing Seminar of Amina Invisible Speaker **Consecutive Interpretation**

**2018/5/4** China Construction Eighth Engineering Ethylene Tank Technical Briefing **Consecutive**

**2018/12/10-11** Huaxin Cement Company Limited The Seventh Meeting of Ninth Board of Directors **Simultaneous Interpretation**

**2019/6** Dongfeng Renault New Vehicle Brief **Consecutive Interpretation**

**2021/3&2021/9** Morgan Kailong Thermal Ceramics Board Meeting  **Consecutive Interpretation**

**2021/6** British Consulate General visit Ankon Stomach Navicam **Consecutive Interpretation**

**2022/3&9** Morgan Kailong Thermal Ceramics Board Meeting  **Consecutive Interpretation**

**2023/4&9** Morgan Kailong Thermal Ceramics Board Meeting  **Consecutive Interpretation**

**2023/5** British Consulate General visit Optics Valley Biocity Museum Liaison Interpretation