**YE LIJUN, Julia**

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| LANGUAGES | SPECIALITIES |
| English to [Simplified](http://cn.bing.com/dict/search?q=Simplified&FORM=BDVSP6&mkt=zh-cn) ChineseEnglish to Traditional Chinese (HK) | Life Science – Clinical Trials – Regulatory submissions |
|  | Legal – Contracts and agreements |
| TOOLS | UI/Website Localization |
| SDL Trados Studio 2019/17/15/11 | Technical – User Manual |
| Memsource Editor | Training |
| Wordfast  | GeneralBeauty and Fashion – Product Descriptions |

**WORKING EXPERENCE**

Freelance Translator at Gengo, Languine London, Etrans, Acetrans and etc.

Clinical trials– Regulatory Submissions /Medical/ health care

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| * Informed Consent Form
* Information for Investigator
* Participant Information Sheet
* Clinical Instructions for Use
* Doctor to Patient Letter
* Patient Study Guide
* Patient Brochure
* Informed Consent Guide
* Patient ID Card
* Emergency Card
* Dosing Diary Card
* Visit Reminder
* FACT-Bl-Cys
 | Project Examples:Clinical trials Protocol AB154CSP0001; Protocol AB928CSP0004; Protocol ATB200-03; Protocol APL2-308; Protocol AB-729-001; Protocol AB-452-001; Protocol ABI-H2158-101; Protocol AROHBV1001; Protocol BOS172738-01; Protocol BCX7353-204; Protocol BRII-179-001; Protocol CBP-201; Protocol CP40617; Protocol IMU.ACS.001; Protocol OMS721-TMA-001; Protocol SB12-3003; Protocol VIR-2218-1001; and so on |

* **A&D** Blood Pressure Monitor
* **Pfizer Australia Pty Ltd:** SUTENT® Package leaflet
* **LYRECO**: Respiratory Protection Mask N95 User Instructions

[**OTI Orthotic and Prosthetic**](https://www.youtube.com/playlist?list=PLHqPP0JZn6bPOq9Cte4uEVMa20Xzi418v)**:** Perioperative Amputee Support Tutorial Video Series; Tips & Best Practices Amputee Support Tutorial Video Series; Recovery Amputee Support Tutorial Video Series

Legal and Financial Translation

* **Amundi Hong Kong:** Annual Reports, Financial statements
* **Singapore Exchange Ltd:** SGX listing manual
* **High Court (Hong Kong):** Witness Statements
* **Credit Suisse AG:** Funds documents
* **Tencent:** Contracts / Agreements
* **AirChina:** Agreements
* **Global Payments:** Privacy Statement
* **jp.group:** Privacy Policy
* **SCMConsortium Pte Ltd:** SHAREHOLDERS Agreements
* **CreditEase:** ICA-Draft
* **Senju Metal (Hong Kong) Limited:** Memorandum & Articles of Association

Technical – User Manual:

* **Toshiba** Washing Machine/Washer Dryer/Clock Radio with Mood Light and Bluetooth Operation Manuals
* **Media** Multi Functional Induction Cooker
* **Vtech** FS6608A TELEPHPONE
* **Sony** Smartphone User Manual
* **Panasonic** Sonic Vibration Toothbrush/Violife SLIM Sonic toothbrush/ Air Curtain Installation And Operating Instructions
* **Violife** ZAPI LUXE™ UV Toothbrush Sanitizer
* **iRobot®** Braava jet™ iRobot
* **Sharp** AIR PURIFIER with Humidifying Function Operation Manual
* **Isuzu** manuals
* **Dyson** user manuals
* **SMEG** Glass Ceramic Hob
* **INFINITI** Tyre Pressure Monitoring System (TPMS)
* **Spire** Health Tag
* **McDonald’s Corporation** Planned Maintenance Manual, Frymaster Fryer
* **Lovibond®** Model Fx Operator Instruction Manual

E-learning / Sales training

* **Acqua Di Parma** E-learning
* **Gucci** Sales training
* **HSBC** Digital Thursday E-learning
* **Shell** Sales training
* **Montblanc** Sales training
* **JA Worldwide** JA More than Money
* **Global Payments** [Anti](http://cn.bing.com/dict/search?q=anti&FORM=BDVSP6&mkt=zh-cn)-[corruption](http://cn.bing.com/dict/search?q=corruption&FORM=BDVSP6&mkt=zh-cn) training
* **GBT** Antitrust Campaign Materials

UI/Website Localization

* **Stripe**: Dashboard and user mailing
* **beIN SPORTS CONNECT** app
* **Bridges Executive Centre** Website
* **Bentley**: My Bentley App
* **Ava AG**: Ava App

General

* **The Hong Kong Polytechnic University:** Deans Message, Interviews with Raymond Wong, Kinor Jiang, Dr Xingqiu Zhao, Professor Yan Feng and etc.
* **The Education University of Hong Kong:** Quality Assurance Council Second Audit Cycle Progress Report
* Email messages

Questionnaire / Marketing Research / Survey:

* FWD Insurance Agent Survey
* Business Sentiments and Trends Questionnaire
* Cruise Survey 2018
* Research Study Experience Exit Survey
* Research Study Experience Survey
* Traveling Survey
* Global DC - Campaign benchmark survey
* Heineken Cruise Survey
* Money Exchange / Bureau De Change Questionnaire
* ESET CYBERSECURITY STUDY 2019
* FWD HONG KONG RESEARCH ON DORMANT AND REPEATED CUSTOMER 2019
* Franklin Templeton Retirement Survey
* BLACKBOX RESEARCH 2019

**In-house Translator** at Wuhan Office of IntLingo Inc. (Namely 武汉环球语源信息咨询有限公司) (2010-2015)

 Job Duty:

- Translate documents from English into Simplified / Traditional Chinese with CAT tools

- Review translations by new comers

- Sometimes perform QA checks for projects done by colleagues

Word count: 5,000,000+

Subject fields in which I have worked:

Life Science (ICF Pages), Fashion, Tourism, Marketing, UI/Website Localization, Financial (IPO, Financial statements, Annual Reports, Directors’ report), Legal, Medical, Technical, General, Education & Training and so on.

Education:

BA in Business English, Jianghan University, Wuhan China (2006-2010)

Studies: Translation and Business English