**Resume**

**Personal information**

Name: Serina Zheng Gender: Female Date of Birth: June 1994

Place of Residence: Beijing, China E-mail: 18810998479 @163.com

**Specialty and Quotation**

Specialty: Law; General

Language Pair: (1) English to Chinese (Simplified) (2) English to Chinese (Traditional)

Quotation: $0.02 per Word

Word Amount per Day: 2000 ~3000

**Education Background**

September 2013-July 2017

China University of Petroleum (Beijing) English Major Bachelor

**Personal Profile**

1. (a) 3 years legal translation experience;

(b) Participated in 2017 postgraduate examination of law and passed the national line;

(c) Last year's judicial examination was 3 points short of the passing line, and preparing for this year's examination;

(d) TEM-8 (The highest level for English major students);

(e) English major of Top 100 universities of China;

(f) Skilled in CAT (Trados);

2. Freelancing with flexible time;

3. Friendly, serious, responsible and able to work under pressure.

**Work experience**

**In December 2017 - February 2020 KBL Group International**

**Immigration English Translator**

Chinese into English 3000 to 6000 words per day

**Description:** Translating immigration clients' individual learning, work and life related documents (such as graduation certificates, labor contracts, booklets of registered residence, etc.), property files (property ownership certificates, property assessments, property sales contracts, etc.), and company documents (business licenses, articles of association, capital verification reports, bank tax bills, audit reports, business contracts, etc.).

**September, 2017 - November, 2017 Beijing Zhongzi Law Office**

**IP English Secretary**

**Description:** Responsible for the process of intellectual property application, including QA, OA, sending emails to customers in English and checking for errors in Chinese and English documents.