**Yan Alyssa SIMA**

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***Languages*: Chinese (native), English (near native), French (basic), German (basic)**

**Chinese-English Two-Way Translator and Interpreter**

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| **Education** | **MASTER OF ARTS New YORK, USA****COLUMBIA UNIVERSITY** Concentrations: Asian studies**BACHELOR OF ARTS BEIJING, CHINA****EIJING FOREIGN STUDIES UNIVERSITY** Concentrations*:* Comparative Literature and Cultural Studies |
| **Certification****Work Experience**01/14 to present08/09 to 12/1302/07 to 01/09 | **CERTIFICATION OF COMPLETION BEIJING, CHINA**English Simultaneous Interpretation Training**Self-Employed ZUG, SWITZERLAND****Freelance translator/interpreter** Carry out Chinese-English two-way translation projects for a number of international corporations including pharmaceutical, energy and agricultural businesses. Conduct simultaneous and consecutive interpretation for business conferences and meetings. **DNV KEMA Energy & Sustainability, DNV Group BEIJING, CHINA***Office Manager/In-House Translator and Interpreter*Reported directly to the CEO and involved in a combination of office management tasks; Translated between Chinese and English a large number of documents in business, marketing, energy, environment and other fields. Provided simultaneous and consecutive interpretation for business negotiations, meetings and conferences.**BILKENT UNIVERSITY ANKARA, TURKEY***English Teacher*Taught English courses (oral, reading and written) up to 15 hours per week. Planned, prepared and delivered effective lessons to meet students’ needs. Supported and guided students by setting and giving feedback on a range of homework tasks. Provided individual support and attention to students through tutorials and individual meetings. Contributed to evaluation and planning of courses to better meet student needs. Selected, adapted and prepared materials for classes. Participated in teachers’ meetings. |
| 01/04 to12/06 12/99 to 08/03 | **OECD, Center for Co-operation with Non-members Paris， FRANCE***Freelance Consultant/ Translator*Translated a variety of OECD documents and brochures between Chinese and English. Conducted simultaneous and consecutive translation for conferences and meetings. Provided consultation for promoting OECD practices and activities in China.**Wildes & Weinberg New York， USA***Legal assistant and translator, Immigration Law*Managed a heavy load of immigration-related matters. Duties included management of on-going projects, consultation with clients, verbal and written communication with government organizations and multinational corporations, and preparation of immigration documents and support letters. Oral and written translation of legal, commercial, technical, and personal documents and statements between Chinese and English. |
| **Interests** | Enjoy traveling, reading, writing and international film. |
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