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| Ying CuiUnit 5, Building 3, Xingchengbeili Quarter, Beijing, China 102425+86 17354766583 (mobile) E-mail: yingcui@outlook.com |
| **Experience:**  |
| May 2018-Present | **Writer**  | ***WordReference*** | *USA* |
| June 2016-Present | **Partner of a tight-knit group of localizers** | ***Indie Localizers*** | *N/A* |
| Sep 2015-Present | **Foreign Language Transcriptionist** | ***VerbalizeIt*** | *USA* |
| July 2014-Present | **Translator/Subtitler (Independent Contractor)** | ***SDI Media*** | *Hong Kong* |
| May 2014-Present | **Service Partner** | ***Lionbridge*** | *Ireland* |
| May 2014-Present | **Translator (Independent Contractor)** | ***Acclaro Inc.*** | *USA*  |
| May 2014-Present | **Translator (Independent Contractor)** | ***Lingotek Inc.*** | *USA* |
| April 2014-Present | **Freelance Translator &Proofreader** | ***TextMaster*** | *Belgium* |
| April 2014-Present | Freelance Editor | ***Unbabel Inc.*** | *USA* |
| March 2014-Present | **Translator (Independent Contractor)** | ***Smartling Inc.*** | *USA* |
| Feb 2014-Present | **Freelance Transcriber** | ***CastingWords LLC***  | *USA* |
| Jan 2014-Present  | **Certified Translator/Proofreader/Reviewer** | ***One Hour Translation*** | *Israel* |
| **Some Other Agency Affiliations:** |
| Live Translation Limited | United Kingdom, Translator | TRAD'ILP | France, Translator |
| Babelcube Inc. | USA, Translator | Bridgeway Translations | USA, Translator |
| Dixit | France, Translator | Corporate Translations | USA, Freelance Vendor |
| gds Sprachenwelt | Germany, Translator | VistaTEC | Ireland, Translator |
| Tomedes | USA, Translator | Alpha Translations | Canada, Subcontractor |
| TEXTKING | Germany, Translator | ComTranslations | Spain, Translator/ Proofreader |
| Lingvus | Czech, Translator | Ad Verbum | Bulgaria, Translator/Proofreader/Reviewer |
| Translated | Italy, Translator& Subtitler | InterNation | USA, Contractor |
| Keywords International | Singapore, Translator | Lingosaur (Contatum Ltd.) | Finland, Translator |
| Qordoba | Dubai, Translator& Editor | Glocal Media Limited | UK, Subtitler |
| Matinée | UK, Subtitler& Translator | Power of Babel | Canada, Subtitler& Translator |
| **Oct 2012–Present**  | **Freelance Translator/Proofreader/Localizer/Transcriber/Subtitler** |
| **Language Pair:** |
| English–>Simplified Chinese (native) |
| **Specialization:** |
| Advertising, Manufacturing, Media, Business, Recreation, Fashion, Travel &Tourism, Journalism, Beauty, Immigration, Arts & Culture, Retail &Wholesale, Education, Food& Beverage, Marketing, General, Gaming, Real Estate, Literature, Medical, Machinery, Hospitality, etc. |
| Technical |
| * Software, Hardware and Website localization
* IT, Networks
* Instructions, Manuals& FAQs
 |
| **Other Translating/Transcribing/Subtitling/Interpreting Related Experience:**  |
| * Ongoing
 | Translation of open course lectures on a voluntary basis at <http://www.myoops.org> |
| * March 2014
 | Translation of tea product description(Chinese->English) |
| * Dec 2012
 | Translated and localized tea store website content(Chinese->English) |
| * March 2010 - May 2011
 | Interpreted everyday and work-related activities for friends and colleagues on occasion |
| **Areas of expertise:** |
| Translation/Localization of written and oral materialProofreading/Editing translated materialSubtitling film productions, news reports, lectures, talks, etcEnsuring transcript conform with format/quality requiredTranscribing, proofreading, formatting and editing audio and video content |
| **Translated Publications:** |
| *London Macabre* by Best-Selling Author [Steven Savile](http://www.babelcube.com/user/steven-savile) *Laguna The Lonely Mermaid* by Best-Selling Author Dan Alatorre*The Princess and The Dolphin* by Best-Selling Author Dan Alatorre |
| **Other Qualities:** |
| * Worked, lived and travelled in New Zealand for 15 months and attained general erudition and intimate familiarity with both eastern and western culture and full awareness of diversity & multicultural issues
* Native speaker of Simplified Chinese and fluent in English, both written and spoken, in a wide range of registers
* Mastery of information technology, fine arts and education jargon in both languages
* Good communication and social skills
* Abidance by code of ethics
* Mastery of detail; able to identify key points from mass information, and conversely, extrapolate beyond the boundaries of limited information on hand
* Able to prioritize work and meet deadlines
* Translation Capacity: 2000-3000 words/day
* My LinkedIn Profile: <https://www.linkedin.com/in/ying-cui-64213491/>

*Samples of my work:* [Click Here](https://1drv.ms/w/s%21Aii593kk4cDYgUMxFQneUKAG7k_y) |
| **Aug 2011-May 2014** | **E-commerce Coordinator** | **Huatian Handmade Cotton Apparel Online Store (Part-time)** |
| * Performed website marketing, order capture and processing and integrated payments
* Conducted website maintenance to keep online shop up-to-date
* Performed excellent post-sales service to maintain high customer satisfaction and follow-up business
* Dealt with customer queries and responded to comments and criticism in a constructive and positive manner
* Adopted consultative sales approach and provided excellent customer service
* Corresponding with overseas clients
* Translating research-related information such as fashion trends
* Cross-cultural adaptation of advertising
 |
| **March 2010 - May 2011** | **Overseas Experiences** | **New Zealand** |
| * Packing & grading kiwifruits, kiwifruit package making, thinning & pruning kiwifruit trees, trimming & wrapping grapevine and grading asparagus
* Awarded *The Best Employee of the Week*
* Backpacked through most parts of New Zealand South Island and many parts of North Island
* Volunteered at Stewart Island for SIRCET conducting plant nursery and pest control
 |
| **Oct 2008 - Jan 2010** | **Education Consultant** | **Natural Light Education Consulting Co., Ltd.** | **Baoding, China** |
| * Designed and implemented various educational programs
* Conducted research related to education
* Introduced courses and teaching methodology to potential customers to meet their needs
* Complied with standardized sales policies and processes
* Developed positive relationships with customers and colleagues
* Supported direct sales and marketing activities
* Provided customers with necessary consultation on their development and maintained customer satisfaction
* Followed up with potential customers to confirm the appointments and maximize attendance
* Achieved individual new and renewal enrollment targets
 |
| **June 2006 - June 2007** | **Assistant Manager**  | **Novelty Stationer** | **Sanya, Hainan, China** |
| * Reconciled payments and receipts to various parties on time
* Created simple databases to maintain accurate inventory records
* Performed day-to-day product sales, marketing, and service activities
* Coordinated merchandise replenishment and the flow of merchandise
* Processed and dispatched all inwards and outwards goods
* Conducted store commodity display
* Ability to adjust priorities and effectively multi-task
* Delivered exceptional customer service and developed a loyal customer base
 |
| **Dec 2002 - May 2006** | **High School Computer Teacher** | **Baoding No.2 Vocational High School** | **Baoding, China** |
| * Developed curriculum and taught courses including, Windows Administration, MS office, Database Management, Adobe Photoshop, Website Design, Flash, Dreamweaver, Fireworks, etc.
* Provided lab tutorials; Instructed and assisted students in their computer lab sessions
* Graded assignments, tests and exams
* Actively participated in staff meetings and brainstorming sessions
* Performed general office administrative and clerical duties at School Administration Office
* Assisted students with homework and test preparation
 |
| **Education:** |
| Sep 2002-July 2005  | Bachelor Degree in Computer Science and Technology | Hebei University, China |
| Sep 1999-July 2002  | Associate's Degree in Computer Science Education | Baoding Teachers College, China |
| *Degree Thesis: The Development of Online Shopping System* |  |
| **Skills &Qualifications:** |
| * Language: National College English Test BAND 6 (advanced), IELTS 6.5
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| * Computer Skills: Computational Theory, Operating Systems, Computer Networks. Skilled in use of Windows, Microsoft office (especially Word and Excel), proficient with Adobe Photoshop, Adobe Reader, Dreamweaver, Fireworks, Flash, Frontpage, etc.
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| * CAT tools: OmegaT, MemoQ, Across, SDL Trados Studio 2015, MemSource
 |
| * Transcription Software: Express Scribe
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| * Subtitle Editor: Aegisub, Jubler, Subtitle Edit, Subtitle Workshop
 |
| * National Computer Rank Examination Rank 3B (advanced)
 |
| * Painting (watercolor& acrylic)
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| **Locate &Travel:**  |
| Willingness to relocate anywhere and any amount of travel required to handle the position effectively |