916 Greencrest Avenue

Winnipeg, Manitoba R3T 2W7

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Email: zyang684@gmail.com

PROFILE

* Experienced English/simplified Chinese (Mandarin) translator with CAT tool OmegaT
* Professional English/simplified and traditional Chinese proofreader with SDL Edit
* Good at both languages of English and Chinese
* Excellent at Microsoft Office (Word, Excel, and PowerPoint)
* Responsibility and consideration to tasks
* Collaborative team player and able to work independently with little or no supervision

HIGHLIGHTS OF QUALIFICATIONS

* Bachelor of food science
* Five years writing and editing for a Chinese magazine
* Five years work experience in a Winnipeg-based construction company
* Two years translation and proofread in a Winnipeg-based translation service company
* Three years of work experience as agriculture products processing project consultant in Beijing, China
* Awarded visiting scholarship to the University of Manitoba Transport Institute by the Education Department of China

EMPLOYMENT HISTORY

**Translator & Proofreader 2011-current**

**Parenty Reitmeier Translation Services** – Winnipeg, Manitoba

* Translated English into traditional Chinese, as well as simplified Chinese
* Proofread English/Chinese translation by the tool of SDL Edit 2007

**Draftsperson 2006-2011**

**FWS Industrial Projects Ltd.** – Winnipeg, Manitoba

* Entered into computer shapes and locations of steel structure, concrete layout, and connecting spouts to create a drawing
* Drawing and document preparation

**Grain Distribution Projects Consultant 2003-2006**

**Beijing Grain Design Institute** – Beijing, China

* Evaluated various grain handling and processing projects and proposals and wrote feasibility reports
* Translated construction and equipment purchasing bidding document for the World Bank loaned projects
* Evaluated environmental effects and identified necessary anti-pollution measures

VOLUNTEER JOB

**Writer and editor 2007-current**

**The Manitoba Chinese Tribune** – Winnipeg, Manitoba

* Wrote simplified Chinese articles published in the magazine
* Choose and edit articles to be published in the magazine

**Chinese language teacher 2012-current**

**Manitoba Academy of Chinese Studies** – Winnipeg, Manitoba

* Chinese language and culture teaching to grade 10 students

EDUCATION

**AEPUCE,** Red River College **2006**

Winnipeg, Manitoba

* Certification of Academic English Program for University and College Entrance

**Visiting Scholar,** University of Manitoba Transport Institute **2002-2003**

Winnipeg, Manitoba

**Bachelor of Food Science,** Zhengzhou Institute of Light Industry **1986 – 1990**

Zhengzhou, China

HOBBY

* Alternative chairman and player of Jiayou Volleyball Club in Winnipeg