

Resume/Curriculum Vitea

Evelyn Xu

FREELANCE TRANSLATOR (FULLTIME)

Email: orispirit.trans@gmail.com

Skype: orispirit.trans

Native Language: Chinese Mandarin (Simplified Chinese)

Working Language Pairs: English-Chinese

Education Background:

Interior and Furniture Design at Northeast Forestry University, BS, Harbin, China

Management of Business Administration at Vlerick Leuven Gent Management School, Belgium

PMP (Project Management Professional) at BizwinGroup School, Beijing, China

CAT & DTP Tools

- **Localization tools:** SDL Trados 2007, 2009, SDLX 2007, 2009, RC-WinTrans X8, Catalyst 8.0, Passolo 7/8/9, Locostudio 4.8, WS DeskTop Workbench9.0, Transit, Wordfast, etc.
- **Engineering & DTP:** HTML Help Workshop, MS Word 2007, Adobe Acrobat 7.0/8.0, FrameMaker 7.0/8.0, InDesign CS3, Acrobat Distiller CS3, Illustrator CS3, etc.
- **Content Management System (CMS):** Idiom WorldServer 9.0, Across 5.0

QA:

Specialized dictionaries, glossaries and reference resources, as well as terminology search skills (e.g. Google, Yahoo, and Merriam Webster Dictionary).

Daily Capacity:

Around 2,000 words for translation, 6,000+ words for editing and 8,000 words for proofreading

Multiple Acceptable Payment

Bank Transfer, Moneybookers, Paypal

Experience:

FREELANCER

Freelancer and Team Lead

Oct. 2009 – Present

- Work as a freelancer serving for a variety of customers and translation agencies
- Perform translation, editing and proofreading based on customer requirements

WELOCALIZE LTD.

Language Coordinator

Aug. 2008 – Sep. 2009

- Controlled translation quality through arranging LQA via third party reviewers

- Coordinated between reviewers and translators for any linguistic related discussions, and make decisions for any arbitrations
- Communicated with customer reviewers for any discussions including appeals, instructions, glossaries
- Answered linguistic related questions from translation team
- Defined translation quality control cycle and give trainings to vendors when needed
- Prepared translation related references, including glossaries, instructions, and other necessary information

REAL IDEA LTD.

Beijing

Project Manager and Team Leader

Jul. 2006 – Jul. 2008

- Served for key accounts of Nokia, VMware and OSI Soft
- Took charge of approximately 40 software localization projects in over 50 languages and involved with over 20 vendors, including managing the first traditional Chinese translation team
- Developed subspecialty of technical writing in mobile phone user guides and helped grow such work from zero to approximately 10% of Beijing office business
- Organized and ran training meetings on regular basis with linguistic services vendors in APAC, Europe and Middle Eastern regions (over 20 vendor participants)
- Established the first team for traditional Chinese localization projects

TRANSCO LTD.

Localization translator

Jul. 2000 – Jun. 2006

- Served as technical translator for various IT localization projects, involving but not limited to Sun, Oracle, Nokia, Autodesk, HP, Microsoft, etc.

My specialty covers IT (hardware and software), electrical/electronic, chemical/medical/pharmaceutical, legal/patent/contract, mechanical, engineering, agricultural, corporate management, marketing, education, tourism, and general.

Case Studies:

- Media System Localization, 10K words
- Internet Banking Service System, 9K words
- China Mobile Terminal Custom V2.1 UI, 6K words
- HP Backup and Recovery Manager Version 2.0, 10K words
- "Maistra" Website localization, 3K words,
http://demo.multilink.hr/2008/Maistra/cn/Hotels_and_Resorts
- "MIXIMAX" Website localization, 1K words
- "First Pay" Website localization, 23 K words
<http://www.first-pay.com>
- "Inmogal" Website localization, 1.5 K words
- "EIRCOM Product & Service" Website localization, 3K words, <http://www.eircom.ie/zhongguo>
- Market Factor Wave 2009, 5K words
- User Manual of GP4860 Power Supply System, 5K words
- Successful Travel Awareness Campaigns and Mobility Management Strategies, 56K words
- Survey of Kudos Research, 4K words
- HACCP Manual for Processing Natural Sausage Casings, 23K words
- Management Finance – Half Day Program, 31K words
- Resonant-Vibratory Mixing, 20K words

- Basic Policies for Information security & Regulations for Information Security to CASIO Computer Co., Ltd., 46K words
- Guide for Living in Ireland (Crosscare Migrant Project), 40K words
- Audit Report for Sichuan Airline Co. Ltd. in 2008, 19K Characters, Chinese to English
- Hai Nan Airline Financial Statement 2010 & 2011, 33K Characters, Chinese to English
- APPLE Electronic Products Commerce (Beijing) Company Limited, Letter of Intent, Proofreading, 10K words
- Introduction to Belfast City Hospital, 4K words
- 2009 annual financial Statements of United Eagle Airline Co., Ltd. 14K words
- UNOCINI Assessment Report, 5K words
- Bible Abstract, 15K words, proofreading
- Customer Service Charter and A Guide to Marking Comments, 3K words
- An Assessment to Northern Health and Social Care Trust, 4K words
- Meningitis Baby Watch, 5K Characters, Chinese to English
- Audit Report of Spring Airlines Company Limited, 6K Characters, Chinese to English
- Notes to the Financial Statement of Shenzhen Airlines Ltd., 21K Characters, Chinese to English
- Northern Ireland Newborn Hearing Screening Program, 8K words
- Operating Manual of MAC48AS Optimized Fry Bagging Station with AutoSalter, 3K words
- Survey to Kudos Research, 5K words
- A Legal Case for Superior Court of New Jersey Camden Country Law, 11K words
- Instruction to Blow Molding Equipment's Functions, 6K words
- Weaning Made Easy, 5K words
- Health Service Booklet, 6K words
- Material Safety Data Sheet, 5K words