

# Resume

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## Self-introduction

**I want to try my best to get this job,I am confident that my qualifications are able to handle this position,I can master the**

**following skills:**

**我想尽我最大的努力得到这份工作,我相信我的能力可以胜任这份工作,我能熟练掌握以下技能:**

- **I can master translation skills and professional knowledge, and should be able to operate computer skillfully and type quickly;**
- **I have the experience of translating for foreigners;**
- **I still accumulate encyclopedic knowledge now, master both Chinese and English well, understand the differences between Chinese culture and western culture, and acquire exquisite translation skills.**
- **I am able to master all kinds of translation software and use translation software to finish the work efficiently**
- **I am proficient in drafting design materials with PowerPoint;proficient in using word/Excel and other translation tools;proficient in English listening, speaking, reading and writing, able to communicate with foreign customers by email;familiar with the process of design work and able to work with interdisciplinary teams.**
- **我能掌握翻译技能和专业知识,并且应该能够熟练使用电脑快速打字;**

- 我有为外国人翻译的经验;
- 我现在仍然是不断的积累百科全书式的知识,掌握中文和英文,了解中国文化和西方文化之间的差异,并获得精湛的翻译技巧;
- 能够熟练掌握各种翻译软件,并能熟练运用翻译软件高效地完成工作;
- 熟练使用PowerPoint制作设计资料,熟练使用word/Excel和其他翻译工具,英语听说读写熟练,能够通过电子邮件与国外客户沟通,熟悉设计工作流程,能够与跨领域团队合作。

**I'd like to take this opportunity to recommend myself, a highly experienced and competent translator (Chinese <>English) to you, I'm proud of my educational background, During my school years, I usually ranked top three of my English by academic performance in my class or even the grade, In 2002, I was enrolled in a university, majoring in Electronic business; but I like English very much, I always join many English activities and corners. Then I pass a lot of English exam, and took a lot of translating for foreigners, In my view, translation is an interesting, demanding, and even challenging job. A highly qualified Chinese/English translator is required to . After due consideration, I make up my mind to take translation as a**

**lifetime job. I'm confident in the translation skills and ability that I've acquired over a long professional career.**

我想借此机会介绍一下自己,一个有丰富经验和胜任翻译(中英文),我很自豪我的教育背景,在我上学期间,我的英语成绩在班上通常排名前三。2002年,我进入了一所大学,主修电子商务,但是我非常喜欢英语,我总是参加很多英语活动和英语角,然后我通过大量的英语考试,很多英语证书。我也有为外国老师翻译的经验,在我看来,翻译是一个有趣有挑战性的工作。我相信我能做一个高度合格的中英文翻译,我下决心把翻译当作一个重要工作。以自信的翻译技巧和能力,获得了在漫长而成功的职业生涯。

#### **Translation Program experience:**

**I have some experience in translation projects. In these program, the full display English talents, to recommend to foreign friends and share, the introduction and analysis, played a key role in communication with foreign friends, but also because of my English spoken language expression and interpersonal company boss has a great recognition and praise for me.**

#### **翻译项目经历:**

我有一些翻译项目的经历,在这些项目中充分展示英语,推荐给外国朋友和分享介绍和分析,在与外国朋友交流发挥了关键作用, ,还因为我的英语表达和人际关系,公司老板对我有很大的认可和

赞扬。

**This is my Website:**

[https://www.translationdirectory.com/translators/chinese\\_english/nancy\\_jan.php](https://www.translationdirectory.com/translators/chinese_english/nancy_jan.php)

[https://www.translationdirectory.com/translators/english\\_chinese/nancy\\_jan.php](https://www.translationdirectory.com/translators/english_chinese/nancy_jan.php)

[https://www.translationdirectory.com/translators/chinese\\_english.php](https://www.translationdirectory.com/translators/chinese_english.php)





