

CV

Tom Xu

Skype / Mobile: +86 17673046910

E-mail: txu5251@gmail.com/txu5251@yahoo.com

SEEKING CAREER IN:

- Translation

Work EXPERIENCE:

Toplingual Service Co., Ltd.

Mar. 2021 - Present

Account Manager/Freelancer

Changsha Miaoyu Translation Co., Ltd.

Apr. 2018 - Mar. 2021

Translator

Kempinski Changsha

Aug. 2016 - Apr. 2018

Front Desk

New Century Hotels Ningbo

Mar. 2012 - Jun. 2016

Front Desk

B.B. Battery Changsha

Jul. 2008 - Nov. 2011

QA

COMPUTER AWARENESS & AVAILABILITY:

- Trados, memoQ, Wordfast, Memsources, Transit, Catalyst, Passolo Across, etc.
- X-bench / Trados QA Checker / QA Distiller / ErrorSpy, etc.

STRENGTHS:

- CATI Certified translator for English <> Chinese.
- Proficiency in Translation of Finance, Law, Business, Marketing, Healthcare, IT, Hardware, Engineering, Mechanical, Electronics, Politics, Tourism and Hotel, Telecom, Manufacturing, etc. from English to Chinese and Vice versa.

OTHER INTERESTS:

I strongly believe in team work & basically an enthusiastic person

PERSONAL INFORMATION:

Date of birth: 07 June 1988, China