



# YIHAN HUANG

Japanese & English & Korean to Chinese translator/interpreter

 13019562778

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## EDUCATION

Sep 2007 ~ Jul 2011  
**Minzu University of China**  
*Bachelor of Arts, Japanese*  
Awards: *Second professional scholarship*

Sep 2013 ~ Jul 2015  
**University of Limerick**  
*Master of Arts, Business Management*  
Awards: *Kemmy Business School Scholarship*

## RELEVANT SKILLS

Tredos

Microsoft Office

## CAREER OBJECTIVE

Expert Japanese & English to Chinese translator experienced in translating documents for personal, business and government use. Dedicated to maintaining original voice and intent with optimal word choice. Attentive to details in original documents and thorough in proofreading finished work.

Eager to contribute to company success through hard work, attention to detail and excellent sense of responsibility. Motivated to learn, grow and excel in translation.

## PROFESSIONAL EXPERIENCE

August 2018–Present

### **International sales assistant(English & Japanese to Chinese translator)**

*Tianhe, Baotou, Inner Mongolia, China*

- Translate English & Japanese documents for research departments, supporting data collection and reporting.
- Play key role in international business efforts, working with sales and client groups to optimize collaboration.
- Actively listen to customers, handle concerns quickly and escalate major issues to supervisors.
- Communicate clearly in written English & Japanese with internal and external customers.

February 2015–July 2018

### **Japanese to English & Chinese interpreter & translator**

*Alpha Tajima, Osaka, Japan*

- Provide oral interpretations for clients during special events, successfully maintaining pace with native speakers to deliver real-time comprehension.
- Complete precise translations of official documents with correct words and phrasing to meet legal standards.
- Collaborate with sales team members to stay current on inventory levels, complete accurate orders and resolve item issues.

Jul 2011–May 2013

### **Data analyst(Japanese to English translator)**

*Thomson Reuters, Beijing, China*

- Translate Japanese business websites to support international expansions.
- Coordinate and perform data extraction from source data platforms.
- Translate official materials from Japanese to English.