

Amy Weber

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Professional Experience

Translia.com

Freelance Translator December 2013 – Present

- Working directly with companies as well as individual clients, translate marketing materials and personal documents from Chinese to English

ProTranslating

Freelance Translator Coral Gables . FL
July 2010 – Present

- Quickly, accurately, and correctly translate market research from Chinese to English
- Work indirectly with corporate clients, including Dove, Ikea, Oil of Olay, Pampers, Mazda, Bacardi, and others
- Translate and edit materials for ease of reading
- Manage a timely invoicing system

United Board for Christian Higher Education in Asia

Program Officer New York . NY + Hong Kong . SAR
March 2011 – Present

- Manage Fellowship and Scholarship Programs from the recruitment, application, and admission through the enrollment stages, improving communication for effective, timely applications and recommendation letters
- Evaluate applications and perform in-person, Skype, and phone interviews and select best applicants for participation in the Fellows Program, resulting in a significant increase in quality of successful applicants
- Place fellowship winners at colleges and universities in the US and in Asia and coordinate logistics of said placements; maintain and improve relationships with current and potential host institutions
- Perform site visits to colleges and universities in the United States and in Asia, successfully recruiting new host institutions for the Fellows and Faculty Scholarship Programs
- Liaise with international staff and partners regarding program and event planning; plan (including the schedules, themes, and content) and execute 5-7 day leadership seminars at universities in Asia, vastly improving seminar cohesion and focus, leading to good presentations and productive discussions
- Create and manage program budgets totaling approximately \$900,000, including international and domestic transfer of funds
- Write grant proposals to USAID's American Schools and Hospitals Abroad program for funds ranging from \$300,000 to \$1 million on behalf of partner colleges and universities in Asia

Education

Columbia University New York . NY
Master of Arts / East Asian Languages + Cultures May 2007
Columbia University in Beijing Beijing . PRC
Study Abroad / Chinese Language Summer 2006
University of New Mexico Albuquerque . NM
Bachelor of Arts / Asian Studies // Minor / Communication + Journalism May 2004
CET Academic Programs Beijing . PRC
Study Abroad / Chinese language + history + law Fall 2002

Skills

Language Chinese / Mandarin
Software Adobe / Indesign + Photoshop // OmegaT // Microsoft / Office

Leadership

Global Potential Development Coordinator + Advisory Board Member
NAFSA – Association of International Educators China + Japan Special Interest Groups
ASIANetwork
Women's Foreign Policy Group