


PERSONAL INFORMATION

Dan Fang

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 Google Hangout

JOB APPLIED FOR

translator/reviewer

WORK EXPERIENCE

01/2015–Present

Translator (freelance)

Polyglot Language Services, McLean (United States)

- Performed English-Chinese translation on legal and finance subjects;
- Edited and proofread translated material on various topics;
- Performed copy writing tasks.

01/2014–Present

Translator (freelance)

Priceton Chinese Language Services, New York (United States)

- Translated legal documents concerning specific cases;
- Translated general financial reports;
- Edited and proofread translated material on various topics.

01/09/2011–Present

Translator(freelance)

Greatec Translation, Toronto (Canada)

- Translated financial reports on small caps/equities/trends of new stocks/stock market expansion and degradation;
- Translated annual financial reports/statements for some Canadian/U.S. companies with Chinese investments
- Edited and proofread translated material on various topics.

EDUCATION AND TRAINING

01/09/2010–01/07/2011

Master of Arts

The Chinese University of Hong Kong, Hong Kong (China)

Majored in Computer-aided Translation

Main subjects:

Media Translation, Legal Translation, Financial Translation, Translation of Governmental Documents , Terminology Management, Translation Technology

01/09/1996–01/07/2000

Bachelor of Arts

Anhui University, Hefei (China)

Majored in English Language and Literature

PERSONAL SKILLS

Mother tongue(s) Chinese

Communication skills Good communication skills in both verbal and written English

Organisational / managerial skills

- Good organization skills gained from performing administrative duties in some IT company in Canada
- Good teamwork spirits gained from being an editor in a publishing house with teamwork environment

Job-related skills

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- Good proofreading skills for both English and simplified Chinese
- Good mastery of certain translation softwares including SDL Trados(2014) and Deja Vu.

ADDITIONAL INFORMATION

Publications "Believing Cassandra" by Alan Atkisson --Sole Translator
"Believing Cassandra" is a non-fiction book mainly illustrating the current global environmental issues as well as the potential solutions to them. It is a best-sale in U.S. in year 2010. I'm responsible for translating it into simplified Chinese.