

RESUME

MARIA ZHANG

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EXPERIENCED ENGLISH-MANDARIN/CANTONESE TRANSLATOR & INTERPRETER

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CAREER SUMMARY

To work and utilize any acquires technical and interpersonal skills effectively in achieving organizational and personal goals.

EDUCATIONAL QUALIFICATION

July 2004 Bachelor of Arts Huazhong Agricultural University
Major: English
Literature

Working EXPERIENCE

CEO/Founder	DocsTrans, Inc.	October 2008-Present
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DocsTrans, Inc. strives to provide professional translation and interpretation services to clients around the world. We have built our own teams for each language we work on. We take pride in our profession and go to great lengths to ensure that only the most experienced, highly qualified translators and interpreters are retained to deliver our services.

Vendor as a team	Lionbridge	August 2016-Present
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We, as a team, have been assigned with light/heavy MT-Post Editing projects, Google localization, Microsoft localization, Ford Automotive, news release, gaming, and other jobs, establishing a long-term cooperative relationship with this company.

Certified Translator	Rev.com	November 2011-Present
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Up to now, I have translated more than 1,889 projects and reviewed over 359 projects for REV and also a member of their subtitling team. Through years of collaboration with Rev, I have gained rich experience in various fields, including but not limited to law, marketing, patenting, medicine, IT technology, software, electricity, mechanism, education, advertising, certification, etc.. and have worked for Siemens, Amazon, Bank of America, and other large brands.

Technical Writer **Myson Century, Inc.** **June 2006-February 2007**

Worked as a technical writer in a joint-venture of Myson in Wuhan City, Hubei Province, P.R.China. This job involved proofreading, graphics editing, translation from Chinese into English and vice versa, etc.

Freelance Translator & Interpreter **Self-employed** **June 2004- Present**

Started to working as freelance translator and interpreter, translating various materials for translation agencies and direct clients from 2004 after graduation from university and also interpreting for foreign clients to Xi'an City, Shaanxi Province, China. Translation skills and reputations in this industry have been grown and created ever since then and a solid foundation was built for my career in translation business.

English Editor **Star Foreign Language, LLC** **June 2004-February 2006**

Compiled and edited English learning materials for high school and university students to assist in their English studies.

CERTIFICATIONS

- Certificate of Bachelor Degree
- TEM 8 (Level 8 of the Test for English Majors)
- National Steering Committee of Foreign Language Program for Institution of Higher Learning of Ministry of Education; License Number EVIII 051003443
- ATA (American Translators Association) membership member ID No. 266974

TRANSLATION PROJECTS

(just to name a few)

	Type	Translation Example
Business Translation	Financial document	<ul style="list-style-type: none"> * Application for Funds Transfer (Overseas) (CH-EN) * BMO InvestorLine Company-Service Survey (EN-CH) * Certification of Incorporation (EN-CH) * Business License (CH-EN) * Individual Income Tax Return (EN-CH) * Innovator Capital Corporation ---Successful Funding Suggestions for Restore (EN-CH)
	Book Translation	Eternity Revealed (Renny Mclean, version translated by Yunfan Zhang) (CH-EN) (81 pages)
	Manual/Brochure	<ul style="list-style-type: none"> * Freedom Meditech Executive Summary (Test of Diabetes) (EN-CH) * Pacific Link International, LLC---Strategic Plan Development (EN-CH) * Ads for Yacht and Boat Transportation Corporation (EN-CH) * Andrews Osborne Academy Fund Brochure (EN-CH) * SAN MATEO COLLEGES of Silicon Valley (EN-CH)
	Technical Documents	<ul style="list-style-type: none"> * TRIO iShape Software (EN-CH) * Flashlight description (EN-CH)

	Medical Documents	<ul style="list-style-type: none"> * Preventive Vaccination Schedule & Records * Diagnosis Report (CH-EN)
	Website Localization	<ul style="list-style-type: none"> * Google, Microsoft, Ford, Siemens, etc. * EB-5 Brochure Arton, WWW.ARTONCAPITAL.COM(EN-CH) * http://skincare-news.com/--5 reasons to try Retinois; 7 steps to combat adult acne; a beauty routine to avoid and conceal acne * On.com
	Market Research	EB-5 Marketing Materials Disclosure Statements (EN-ZH)
	Legal document	<ul style="list-style-type: none"> * Sole and Separate Property Agreement (EN-CH) * Divorce Agreement (CH-EN) * Sales and Purchase Agreement (CH-EN) * Lay Law Firm- Dual Representation Letter (EN-CH) * Escrow Account Agreement (EN-CH) * Liability Release and Indemnity Agreement (EN-CH) * Marital Settlement Agreement (EN-CH) * Summons (EN-CH) * Code of Conduct –Markel Ventures (EN-CH)
Certified Translation		<u>Both EN-CH and CH-EN</u> Birth Certificate Marriage Certificate Divorce Document Passport
Academic Documents		Diploma Transcript Resume
Subtitling (EN-CH)		<ul style="list-style-type: none"> * Ingress Report * Series of videos from Youtuber Matthew Santoro * Series of videos from Amazing.com * Series of videos from LinkedIn

INTERPRETATION EXPERIENCE

Consecutive Interpreting June 2015 ZTE Subject: Parent Lawsuit

Over-the-Phone Interpreting Helped the client from the U.S. connect with the supplier on phone in Shenzhen City to discuss the details of products and purchase orders.

CAT TOOLS

Trados 2014/2015, Translation Workspace, Deja Vu, MemoQ, and can adapted to different CAT tools as required by clients

RATES

General: \$0.04 per source word

Expert: \$0.05-0.08 per source word

The rate for interpretation is available on request.

Note: rates will be varied according to the difficulty of contents and formatting, and delivering time requirement.

Thank you for your time and consideration!