

Mark Chen

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Profile: <http://www.proz.com/profile/813349>

WORK EXPERIENCE:

- ◆ Freelance Translator & Interpreter, 2004-Present
- ◆ English Translator in a multinational company (details provided on request), 1996-2004
- ◆ English translator and import & export clerk in a local company, 1993-1996

EDUCATION:

Graduate, South China University of Technology (Major: E-commerce), 2003-2005

Graduate and Bachelor of Arts, Guangdong University of Foreign Studies (Major: English), 1998-2001

Graduate, South China College of Tropical Crops (Major: English), 1991-1993

ABOUT ME:

1. I have around 21 years' experience (by 2017) in translation. I have an extremely good command of English (especially reading comprehension) and I am an educated native speaker of Chinese. I am also an adept user of the following software: Trados (2007 and Studio 2015), SDLX, Alchemy Catalyst, MemoQ, Wordfast, OmegaT, XTM Cloud, Passolo, Microsoft Office, Adobe Acrobat etc.
2. I am very responsible, professional and I always deliver on time.
3. I can be reached online most of the time 24-7.

QUALITY CONTROL:

I adhere to the following quality control procedure for each translation, editing and proofreading project.

A. I read the source text to get a good understanding of it.

B. I ask native speakers or the client for clarification if there is anything unclear about the source text.

C. I translate the document.

D. I read the source text aloud word by word to identify any mistranslations or missing parts.

E. I read the target text aloud word by word to identify any mistranslations, grammatical errors, unnatural flow, and any errors in punctuation, format or space.

AREAS OF EXPERTISE:

Business & commerce, finance, game, marketing, tourism, IT, sports, medical, health care, technical, computer, education, legal, social science, management etc.

REFERENCES:

<http://www.proz.com/wva/813349>

Portfolio

In the past several years, I have translated a variety of materials, including but not limited to :

Area	Service	Language Pair	End User
Human Resource and Insurance	Translation of job descriptions	English to Traditional Chinese	Zurich Insurance Group
Marketing	Translation of Value Retail's nine shopping villages	English to Simplified Chinese	Value Retail
News	Transcription and translation of VOA news	Mandarin to English	VOA
General	Transcription and translation of interview videos on protecting elephants	Mandarin and Cantonese to English	BBC
Business	Editing of Apple Care scripts	English to Simplified Chinese	APPLE

Medical	Editing of medical scripts etc	English to Simplified Chinese	Pfizer
Business	Translation of letters	English to Simplified Chinese	Johnson & Johnson
Financial, and legal	Translation of disclaimer, newsletter etc	English to Simplified Chinese	UBS
Agriculture	Translation of Guide to Herd Management, Beef Breeder Manual and Tech Notes	English to Simplified Chinese	Meat & Livestock Australia
Legal and Marketing,	Translation of training materials, artist descriptions, terms and conditions, booklets, manuals etc.	English to Simplified Chinese and Traditional Chinese	Swatch
Legal and IT	Translation of Terms of Use, privacy policy etc	English to Simplified Chinese	Lookout
Education and marketing	Translation of letters, brochures, leaflets, flyers etc	English to Simplified Chinese	University of Melbourne, University of Technology Sydney, Charles Sturt University
Marketing	Transcreation of toy descriptions	English to Simplified Chinese	Mattel
IT and marketing	Transcreation and translation of apps descriptions training materials and letters for and Office 365	English to Simplified Chinese	Microsoft
IT and business	Translation of questionnaires, surveys, letters, scripts etc	English to Simplified Chinese	Google
IT and HR	Translation of ADP software	English to Simplified Chinese	ADP
Marketing	Translation of myCCA web pages	English to Simplified Chinese	Coco Cola
Business	Translation of internal documents	Simplified Chinese to English	Wal-Mart
General	Document translation	English to Traditional Chinese	North Carolina Department of Health and Human Services
General	Translation of editorials	Traditional Chinese to English	PJ Thum DPhil - Modern History University of Oxford
IT and business	Translation of customer brochures, booklets etc	English to Simplified Chinese	Intel
IT and marketing	Translation of user guides, installation guides, customer letters, training materials	English to Traditional Chinese	UPS
Management	Translation of exams for supply managers	English to Simplified Chinese	Institute for Supply Management
Management	Translation of management documents and company policies	English to Simplified Chinese	Corporate Executive Board. Chiquita, Emerson, American Express