

# JING LITTLEJOHN

English ↔ Simplified/Traditional Chinese (Mandarin style) Translator and Interpreter  
Specializing in food-related materials, scientific and legal translation, community interpreting  
Native in: Mandarin Chinese      English Editor/Consultant: Nathan Littlejohn



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Portsmouth, Virginia USA 23704

## EDUCATION

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Virginia Institute of Interpreting (online), Virginia Beach, Virginia USA      November, 2016

**Certificate of completion**, basic community interpreting course.

Oregon State University Seafood Research and Education Center, Corvallis/Astoria, Oregon USA

**Master of Science/Research Assistant**, Seafood Microbiology, Department of Food Science and Technology.

*Core courses:* Food Microbiology, Food Chemistry, Food Protection and Water/Wastewater, Environmental Health: Health Benefits of Functional Foods, Statistical Analysis

China Agricultural University, Beijing, China

**Bachelor of Science**, Food Science and Technology/Food Safety and Quality, College of Food Science and Technology.

*Core courses:* Microbiology, Biochemistry, Food Microbiology, Molecular Biology, Food Quality Analysis, Food Standards and Laws, Nutrition, Environment and Food Safety, Statistical Analysis

## WORK/VOLUNTEER EXPERIENCE

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### Translation:

- Translator for various translation companies      August 2014 to present  
Translated/edited documents including legal documents, company marketing materials, patent (engineering and chemistry), investor presentations, patient documentation, real estate related materials, technical standard (dietary supplement), educational flyers, meeting notices, medical machine application, restaurant menu et al.;

**Highlights:** Various legal documents, including but not limited to Agreements, Consent Forms, Summons, Court Notices, Complaints, and Proofs of Service;

A scientific fisheries-related publication;

An educational phone/tablet software application related to animal and environmental protection;

A training package for a live power line training and several training materials for a regulatory drug workshop (including a PPT for Food & Drug Regulations in China <Chinese into English>);

Individualized Education Program packages; Website of a translation company.

- Translator/volunteer for *Trommons*, a non-profit organization providing a platform for non-profit organizations and volunteer translators, founded by the Rosetta Foundation.      March 2014 to present
- Translator/volunteer for *Watching America* (<http://www.watchingamerica.com/>), a non-profit website publishing translation of foreign articles about the United States. <Chinese into English>      April 2014 to December 2014  
Examples of translation are listed at <http://watchingamerica.com/News/author/littlejohn/>.
- Translator/volunteer for Piano Competition Rules 2014, *San Jose International Piano Competition* (<http://www.sjipc.com/index.php>), a non-profit organization organizing international piano competitions and events annually.      March 2014 to present

### Interpreting:

- Interpreter in hospitals for a local language service company in Virginia Beach, VA      November 2016 to present

### Teaching:

- Teacher for *Listen and Learn*, teaching Mandarin Chinese in Virginia Beach, VA.      February 2015 to December 2015

## SKILLS & CERTIFICATE

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**CAT Tool:** SDL Trados Studio 2017, OmegaT, MemSource

**Other Software:** Microsoft Office, Excel, OneNote & Powerpoint, Adobe Acrobat, Notepad++

**Certificate of completion:** The Professional Interpreter Program (Virginia Institute of Interpreting); Managing Languages (Udemy); Transcreation (Proz.com); Translating for Food Industry (Proz.com)

## PROFESSIONAL MEMBERSHIP/ORGANIZATION

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*American Translators Association*, Associate Member

December, 2016 to present

*Virginia Asian Chamber of Commerce*

*Virginia Small, Women-owned, and Minority-owned Business (SWaM) certified*