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| **Tom Cai** |
| E-mail: tomcai42@outlook.com  Tel: +86 136 8702 0553 |

**Career objective:**

Academic translator (Chinese/English)

**Translator profile**

* Contract translator of leading author services providers (AJE, Charlesworth, Accdon, and Cactus)
* Translated 500+ papers in a wide range of areas of study (focusing on engineering, life sciences, and earth sciences)
* Master’s degree in English linguistics
* Strong background in engineering
* Solid training in statistics and design of experiment
* Extensive reading in life sciences

**Education**

2005/9 – 2007/6

Guangdong University of Foreign Studies

Major: English linguistics

Degree: MA

1989/9 – 1993/7

Wuhan Ship Building Polytechnical School

Major: Mechanical Engineering

Degree: Associate

**Work experience**

2015/9 – present

**Freelancer: legal and academic translation (Chinese/English)**

* Freelance/contractor translator of leading author service providers (AJE, Charlesworth, Accdon, and Cactus)
* Translated more than 3+ million characters of legal and academic texts

2007/7 – 2015/3 ED&S, ECC, ACS, Honeywell

**Title:** **Category Manager**

* Managed the supply chain for the following product categories: intruder alarms, CCTVs, chimes, and sensors
* Supported Product Managers to develop product roadmaps for the abovementioned categories
* Developed supply strategies based on product roadmaps and annual operation plans
* Participated in annual operation plans and operations review against KPIs (productivity, NPI, lead time, OTTR, spend with contract, spend by eSourcing, and spend in emerging regions)
* Developed and negotiated strategic supplier agreements
* Conducted product research and market intelligence (new technology/product, commodity markets, labour cost, and VAT refund)
* Completed 15+ NPI projects (fully factored and contract manufacturing)
* Completed 10+ cost engineering and value engineering projects (re-design, re-source, and leverage of second tier suppliers)
* Completed 10+ supply chain improvement projects (stocking programs for components and materials, buffer stock of finished goods at supplier, and VMI) with Lean Manufacturing/Six Sigma tools
* Completed due diligence and supply chain integration for a major acquisition (regulatory compliance, supplier base synergy, process/cultural integration, and product synergy/transition)

Report Directly to: Factored Sourcing Leader

Reference: Chris Atkinson

2003/3 – 2005/9 Honeywell Sensor Systems (Shenzhen) Co., Ltd.

**Title:  Commodity Engineer**

* Managed the supply chain for the following commodities: stamping, injection moulding, and turning
* Lead the plant to TS16949 and ISO14001 registration (Quality Engineer 2003/3 – 2004/8)

Report Directly to: SBE Sourcing Leader (and Plant Manager)

Number of Subordinate: 2

Reference: Yale Chen

2002/4 – 2003/3 WKK Technology Co., Ltd.

**Title:** **Senior Quality Engineer**

* Managed the Quality/Environmental Management Systems
* Led the company to ISO14001 registration
* Supervised the Document Control team

Report Directly to: GM, QS Department

Number of Subordinate: 5

Reference: Fish Yu

2000/10 – 2002/4 Kelex Circuit Board (GZ) Co., Ltd. (a subsidiary of Viasystems Group)

**Title: QS Engineer**

Managed all QMS/EMS related issues.

Report Directly to: Assistant QA Manager

1993/7 – 1998/9 Wuxi Shipyard, Jiangsu Province

**Title:**  **Secretary to Top Management**

(1993 – 1996 Technician in Mechanic House and Engineering and Design Department)

Report Directly to: Personnel and Administration Manager

**Training**

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| 2015/3 - present | Coursera | Financial Markets,  Agriculture, Economics and Nature,  Traditional Chinese Medicine and Traditional Chinese Culture,  The Global Financial Crisis,  Moral Foundations of Politics,  A Law Student’s Toolkit,  Moralities of Everyday Life  (all courses completed without certification) |
| 2013/5 - 2013/8 | Honeywell | Lean Expert |
| 2012/7 | Honeywell | Communication Skills |
| 2010/9 | Honeywell | Negotiating with Suppliers (BayGroup2) |
| 2009/10 | Honeywell | Project Leadership |
| 2008/11 | Honeywell | Negotiation With Suppliers (BayGroup 1) |
| 2008/5 | Honeywell | Finance for Non-Finance Managers |
| 2008/2 | Honeywell | Transitions |
| 200 /4 | SGS | IRCA recognized ISO14001:2004 Lead Auditor |
| 2004/8 | Peflex | IATF recognized TS16949:2002 Supplier Auditor |

**Miscellaneous**

Computer skills:

MS Office, OmegaT, SDL Trados, AutoCad, MiniTab

Language skills:

Chinese (mother tongue), English (proficient), Japanese (able to read with dictionary)

Honors:

2013 Bravo for Supply Chain Project

2010 Bravo for DIY CCTV Project

2008 Bravo for Lonon Acquisition

2005 Outstanding Performance Award

Hobbies:

Go (*Weiqi*), Chinese calligraphy, badminton, snooker, jogging