

# Trevor B. Cook

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## SELECTED EXPERIENCE

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### Translation 2009 to Current

- Complete Chinese to English and Spanish to English projects for various domestic and international firms
- **See samples of some recent work on *Watching America*:** <http://watchingamerica.com/WA/author/cook/>
- Projects completed include a variety of common legal and financial forms and documents, standard operating procedures, journal and business magazine articles, encyclopedic essays on a variety of cultural topics, quality assurance agreements, and more

### Chinese Research Assistant for M. Taylor Fravel, Massachusetts Institute of Technology 2014 to 2016

- Read Chinese sources, summarizing, outlining, and flagging information relevant to Dr. Fravel's political science research

### Consular Adjudicator (Consular Officer), U.S. Dept. of State, Shenyang, China 2012 to 2014

- Represented the United States government in a variety of settings, including outreach visits to schools and colleges, consulate-sponsored events, and community activities throughout northeast China
- Conducted interviews, mostly in Chinese, for non-immigrant U.S. visas and adjudicated visa applications
- Publicized visa policy and promoted increased trade with and tourism to the United States through channels such as the local media, visits to companies and organizations, education fairs, and seminars

### Business Intelligence Consulting Intern, Navigant Consulting Asia Ltd., Hong Kong Jan to Jul 2011

- Researched and authored informational reports for clients on target individuals and companies
- Used commercial and U.S. and Hong Kong SAR government databases to find media and company information in English and Chinese, court records, contact information, and other data as needed
- Assisted with bilingual (Chinese and English) research for projects fielded in domestic Navigant offices, for various clients

### Full-Time Volunteer in Ministry for Chinese Immigrants, Calgary, Canada 2006 to 2008

- Worked with members and leadership of local English-speaking congregations to provide Chinese language support for immigrant Chinese members and to help those members integrate into their local English dominant congregations
- Interpreted, taught, led music, organized activities, and provided personal assistance to Chinese members in the local Chinese congregation

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## CREDENTIALS AND SKILLS

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- SDL Trados Studio (2014) license; experience with Across, XTM, Coach; general familiarity with common office computer applications
- Foreign Service Institute language ratings of professional proficiency in Chinese and Spanish
- ACTFL OPI oral Chinese rating of "Superior" (highest granted)
- High scores on highest level (VI) of HSK, China's standard language test for non-native speakers
- Member ATA ([http://www.atanet.org/onlinedirectories/tsd\\_view.php?id=19102](http://www.atanet.org/onlinedirectories/tsd_view.php?id=19102))
- Quality English writing
- Obtained and maintained Top-Secret security clearance during employment with Department of State

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## EDUCATION

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### (U.S.) National Security Education Program Flagship Chinese Program 2011

- Chinese language research on rule of law in China and the exchange rate issue
- Nanjing University: (Native) Masters classes in law and international relations
- Emphasis in language domains of law, politics, and economics

### Brigham Young University, Provo, UT: Bachelor of Arts 2010

- International Relations and Linguistics Double Major; Spanish Minor