

▪ **Address:** USA & Taiwan ▪ **Cell:** +1 (571) 477-9196 (USA) ▪ **E-mail:** eurmica@gmail.com

EDUCATOR, LANGUAGE TRANSLATION & HUMAN FACTOR DATA SCIENCES INTEGRATION PROFESSIONAL:

- Able to accurately capture cultural subtleties, nuance, and emphasis. A level of cultural mastery is required for the translator to capture socio-cultural essentials embedded in the text to include political, religious, historic, and ethnic elements
- Strong communication skills, attention to detail, and proven ability to manage priorities
- Proficient computer skills including MS Office and skilled in the use of recruiting job boards to perform searches and cat tools, etc.
- Strong oral and written communication skills; capable of contributing at every level to effective project documentation
- Have demonstrated technical writing skills and shall have generated technical documents in support of a development project
- Possession of excellent Mandarin Chinese and English typing skills
- Excellent quantitative and applied research skills

Professional Summary: Highly skilled and experienced translator with over 8 years of experience, specializing in medical, IT, finance/accounting, marketing, legal, and copywriting fields. Proficient in desktop publishing (DTP), transcription, editing, and proofreading. Adept at capturing cultural subtleties, nuances, and emphasis. Strong communication skills, attention to detail, and proven ability to manage priorities. Passionate about facilitating productive cross-cultural relationships and mentoring other translators.

MAJOR CORE COMPETENCIES & KEY SKILLS:

- Translation: English to Traditional Chinese and Traditional Chinese to English
- Specializations: Medical, IT, Finance/Accounting, Marketing, Legal, Copywriting, Healthcare
- Additional Skills: Desktop Publishing (DTP), Transcription, Editing, Proofreading, Translation
- Technical Skills: MS Office, recruiting job boards, CAT tools, advanced computer skills
- Languages: Chinese (Native), English (Native), Spanish (Fluent)

PROFESSIONAL EDUCATION:

- **Washington University of Science & Technology: Master of Business Administration MBA** Honor Graduate - Washington, DC (USA) Grad. 2021
- **Bachelor of International Business Trade** Graduate - Hung Kuo Delin University of Technology 2007

AWARDS, CERTIFICATION & TRAINING:

- **Technical Skills: Languages: Certificates** - 2016-01 Teaching Chinese as a Second language (National Taiwan University)
- **Publications** - 2014-05 美食英語 Let's Talk about Gourmet in English (ISBN: 9789869033152)
- **Proficiencies:** Computer Advanced Skills; Translation Comm. Expertise, detailed Acquisition, PM – Operations, and a Skilled Leader: leveraging multi forms of languages & primary Academic Education Instruction, Tech. Instruction Writer, Project Management / Cost / Risk Analysis

PROFESSIONAL CAREER EXPERIENCE:

- **Freelance Translator** **2012 till now**
Translated a wide range of documents, including medical reports, financial statements, legal contracts, technical manuals, and marketing materials. Ensured accuracy and consistency in translations while maintaining the original meaning and tone. Provided desktop publishing services to format translated documents according to client specifications. Conducted transcription services for audio and video files, followed by translation and editing. Edited and proofread translated texts for grammatical and contextual accuracy.
- **Translator and Editor** **Bytelingo, Taiwan 2023**
Translated and edited content for various industries, including healthcare, finance, and technology. Collaborated with clients to understand their specific translation needs and deliver high-quality work within deadlines. Utilized translation memory software to maintain consistency across multiple projects.
- **Project Manager (PM)** **BIG Language Solutions, USA 2022**
- Task & Responsibilities for managing project commitments, tasks execution, quality control & functional operational requirements from receipt of purchase orders through to completion and acceptance by the customer. Ensured appropriate use of abbreviations in translation in compliance with client expectations and company guidelines.
 - Determine the project requirements, coordinating and managing delivery of multiple translation projects, prepare the Translation Memories (TM), quality assurance checking of translations.
 - Effectively communicating with linguists and colleagues with ultimate goal of ensuring customer satisfaction.
- **Supervising Project Manager (SPM)** **Linguitronics Corporation, Taipei, Taiwan 2016-2020**
- Task & Responsibilities for managing project commitments, task execution & functional operational requirements from receipt of purchase orders through to completion and acceptance by the customer. As an SPM, I have completed all tasks within the specified budgets and without deviations from targets, schedule plans & obligations; ensuring we exceed customers' expectations and guarantee repeat business deadlines.
 - Train, manage, supervise & lead 21 staff members on linguistic understanding, skilled in translator selections to include translation CAT tools, queries to deliver abilities to produce the desired style & standards in a translation, content & verbal comprehension: by reducing education information gaps and leveraging data to aid in information growth, & strategic organizational empowerment & leadership
 - Provide effective coaching, motivation, and recognition to staff, manage staff workload provide accurate information and assistance to coordinators with real-time problems & revise work instructions, procedures, and reports for staff accuracy and retraining purposes.
 - Evaluate employees' KPI performance reports; assist CEO w/ special projects, help the company build ISO system, and identify ERP system issues.
- **Project Manager (PM)** **Linguitronics Corporation, Taipei, Taiwan 2012-2016**
- Task & Responsibilities as a vital staff Lead PM, oversees the daily translation process to ensure high-quality translations and outstanding service; which delivers a strategic and business level set of functional goals; as peace of mind for those not as experienced in dealing with translations
 - Dial in on the imperatives of the task order by the emphasis of the translation with phrase & verbal cultural aspect
 - Define education goals realistic & true relevance of the comprehension of dialect, ethnicity & nuances of the Linguistic understanding to be captured & quantified in its entirety, completed projects ahead of schedule & under budget; "Completed - Management of 10,000+ Projects" Complete projects ahead of schedule and under budget & closely coordinate job schedules; build needs w/ all departments ensuring smooth operations; proven & truly dedicated pioneered leader, who has full abilities, to achieve both immediate & leverage long-term goals
 - Worked cross-functional communication with Account, Editor, Technical, Translator, Vendor, and Production Dept. Teams to develop & maintain project plans, provide project statuses, manage client feedback; ensure deliverables are completed, factual & accurate.