

Yuching Cheng

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PROFILE

Detail-oriented and well organized individual with more than 4 years of experience in English-Chinese translating, proofreading and editing including documents, articles, books and website contents in Taiwan and Israel. Strong written skills in traditional Chinese and English. Highly familiar with Taiwanese culture. 1.5 years of experience in customer service in one of the top financial technology company in Israel.

WORK EXPERIENCE

2018 - 2020 **Customer Service Representative**, Payoneer (Israel)

- Resolved 300+ weekly customer inquiries via phone and email for Mandarin Chinese and English speaking customers
- Translated documents and website content from English to Chinese according to region

2016 - 2018 **Executive Editor**, Fullon Publishing House (Taiwan)

- Developed and executed the publishing of 11 volumes of magazines and 5 books related to STEAM education translated from English to traditional Chinese
- Executed the publishing of books from end to end including project management, contracting freelance translators, proofreading contents, printing and marketing.
- Wrote, translated, proofread, and edited contents daily to blogs, articles, magazines and books

2016 – 2016 **Freelance Translator**, *How It Works* (Taiwan)

- Translated articles in more than 4 volumes of the traditional Chinese version of *How It Works*, an international science and technology magazine

2015 - 2016 **Editor**, Little Newton Science Education Co., LTD (Taiwan)

- Designed, developed and executed projects of books in science education for children in simplified Chinese

EDUCATION

2011 - 2015 Master of History, National Taiwan University (Taiwan)

2007 - 2011 Bachelor of Humanity and Social Science, National Tsing Hua University (Taiwan)

LANGUAGES

Chinese / Mandarin: Native

English: Excellent level

Hebrew: Basic

SKILLS

- Strong written and verbal communications skills
- Excellent interpersonal skills
- Highly familiar with MS-Office Word, Excel and PowerPoint