



Tingting Zhang

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## Personal

Female; born on October 3rd, 1988;

Chinese name: 張婷婷

## Working experiences

Tokyo/Japan; Administrative assistant, International Yasaka Co.Ltd., 2021.1-

Tokyo/Japan; Administrative assistant (& translator), Biosys.Co.Ltd., 2018.1-2019.3;

Guangdong/Shenzhen & Yokohama-shi, Kanagawa-ken/Japan; Freelance translator, 2015.4-2017.10;

Guangdong/Shenzhen; Bluesky Extracurricular Training School, English teacher, 2013.6-2014.8;

## Education

Hubei/Wuhan, Central China Normal University — Master of Arts,

2010-2013; Jiangxi/Nanchang, Nanchang University — Bachelor of Arts,

2006-2010.

## Honors and Awards

Postgraduate Scholarship, Central China Normal University, 2010-2013;

Scholarship for Outstanding Students, Nanchang University, 2006-2010.

## Language and other qualifications

**English:** Proficient user (with qualifications such as CATTI Translator Level II, TOEFL (113/120), BEC Higher (C1 level according to the European standards)).

**Japanese:** A good mastery of reading, listening and speaking skills (N1, 2019.12).

**German:** Basic knowledge of reading and grammar.

**Driving Licenses:** C1, 2010.9 (China); Driving license for ordinary vehicle, 2017.7 (Japan).

**Computer skills:** a satisfactory mastery of office software in general and CAT (translation) software such as Trados, Omega T and Wordfast.

**Experiences in translation:** over a million words of free translation from Chinese to English and vice versa; 100 thousand words of translation from Japanese to English (ranging from such fields as biopharmaceutical engineering to water level meter installation); also experienced in academic translation (mostly human science and social science papers and theses).