

Maria Aizhen Zhang

12215, Nanyang Times, Yanxiang Rd., Yanta District, Xi'an City, Shaanxi Province,
China 710016

Phone: +86 18291911695 E-mail:mariachang2007@gmail.com

WORKING LANGUAGES

**English to Chinese (Mandarin, TW Chinese & HK Chinese)
Chinese(Mandarin, TW Chinese & HK Chinese)
to English**

SKILLS PROFILE

- ITI certified, MITI, MCIL&CL
- Experienced translator/ interpreter
- English Linguistics and Literature (BA)
- Excellent working knowledge using Microsoft Excel, PDF, Microsoft Word, PowerPoint, etc.
- Excellent knowledge and experience of editing and proofreading
- Familiar with CAT tools: MemoQ, Wordfast, Trados
- Good filing and organizational skills
- Experience in handling confidential paperwork
- Good customer-relations background
- Skilled written and verbal communicator

EXPERIENCE

November 2004 – Present

Freelance Translator/Interpreter Translation:

- Contracts/legal documents
- Equity Investment
- Medical Records
- Medical Device Manuals
- Clinical Trials (informed consents, patient information, protocols)
- Insurance Policy
- Automotives
- Education
- University Handbook
- Mining
- Heavy Machinery
- Documents used for court
- Certified translation for transcripts, degree, driver's license, adoption certificate, birth certificate, homeowner certificate, etc.
- Market Questionnaire
- Financial Statements
- Company Annual Reports
- Patents (engineering, mechanical)
- Poems
- Songs

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Video caption translation:

- Amazon_AWS series of videos
- Webinars for different topics

Create custom SRT files for video subtitles:

Mandarin-English videos on comfort women topic

Interpreting:

- Conference Interpreter
 - *ZTE compliance matter conference; (CI)
 - *ZTE Parent Lawsuit (CI)
- Phone Interpreting
- Business Interpreting

**March 2006 – December
2006**

Technical Writer Wuhan Trimode Technology, Inc., the subsidiary company of MYSON CENTURY, INC.

- Determine the clearest and most logical way to present information for greatest reader comprehension.
- Generate innovative ideas for content and workflow solutions.
- Meet with subject-matter experts to ensure specialized topics are appropriately addressed.
- Analyze information required for the development or update of policy, procedure and form documentation.
- Review and/or copyedit content developed by other members of the team.

June 2004-February 2006

Book Editor Wuhan Sida Cultural Co., Ltd.

- Acquire manuscripts for review
- Read, edit, and write content so that it is correct and understandable to the reader
- Verify facts cited in material for publication
- Work with the author to develop content in keeping with the publication's style and editorial policy
- Maintain good working relationships with authors and other key staff such as production, editorial assistants, proofreaders, graphics artists, and marketing personnel
- Keep track of scheduled dates to ensure manuscript publishes on time
- Review and mark up page proofs and online content
- Attend weekly meetings to review book schedules and discuss any issues

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EDUCATION

BA English Linguistics and Literature Huazhong
Agricultural University, Wuhan, China

AREAS OF EXPERTISE

- Medical
- Legal
- Business, financial investment
- IT: hardware & software
- Questionnaires
- Education
- Automobiles
- Consecutive Interpreting

ACCREDITATION

**ITI (Institute of Translation and Interpreting) certified
MCIL & CL (Chartered Linguist of Chartered Institute of
Linguists)**

References available upon request.