
JOHN L. DOE

SUMMARY

Professional translator and interpreter of Chinese, English and Russian languages. Committed, flexible and multitasking approach aimed at the execution of assigned tasks and projects.

KEY SKILLS

- Foreign languages: English, Chinese, Russian (native)
- Team management
- CAT tools: SDL Trados Studio, SmartCat
- Tech savvy problem solving mindset

PROFESSIONAL EXPERIENCE

CHINESE INTERPRETATION AND TRANSLATION TEAM LEAD
METAL PROFILE COMPANY, OOO
MOSCOW REGION, RUSSIA – 2016 - 2019

- Responsible for organizing and maintaining working process of interpretation and translation team operating at a cold rolling steel plant leading to successful start of operation.
- Provided Chinese to Russian and vice versa interpretation on site and during business meetings.
- Translated technical documentation and project contract notes and amendments of both working languages in a timely manner.
- Assisted adjacent workshops and company departments in need of English translator.

VOLUNTEER AT THE 2014 RUSSIAN INDUSTRIAL EXHIBITION INNOPROM

- Provided volunteer services of Chinese to Russian translation and interpretation.
- Assisted Chinese members of exhibition with various aspects of arising questions and inquiries regarding the exhibition policies and potential customer communications.

EDUCATION

MOSCOW STATE LINGUISTIC UNIVERSITY – SPECIALIST'S DEGREE IN
TRANSLATION AND INTERPRETATION, 2011 - 2016

NATIONAL TAIWAN NORMAL UNIVERSITY – VOCATIONAL COURSES IN
PRACTICAL CHINESE, 2014