|  |  |  |
| --- | --- | --- |
|  |  | GIA ROBERTSON  Chinese/English Translator  10365 S Willow Creek Dr, Oak Creek, WI 53154, USA  T: +1-262-221-7552 F: +-262-317-9298 E: Translator@att.net |
|  |  |  |
| AREAS OF EXPERTISE Mandarin (traditional and simplified)  Cantonese  English  Translating legal documents, commercial brochures  Proofreading  Interpreting  Terminology |  | **PERSONAL SUMMARY**  A multi-cultural, multi-skilled, reliable and talented translator with a long track record of translating written documents from English to Mandarin (traditional or simplified), Cantonese or vice versa. Many years of on-the-job multi-national trade experience between Asian countries and the U.K and U.S.A, expertise in translation of trade brochures, product literatures for exhibitions. A quick learner who can absorb new ideas and can communicate clearly and effectively with clients from all social and professional backgrounds. Polite, punctual and adheres to deadlines.  Would like to work freelance for a translation agency providing translation and interpretation service to clients where needed.  **WORK EXPERIENCE**  Many years work in import/export trade with China, Taiwan, Hong Kong, Singapore, Malaysia, U.K and U.S.A.  Familiar with international trade regulations, product presentations, business etiquettes.  Familiar with real estate legal documents in the U.S.A  Volunteered for non-profit agencies.  **KEY SKILLS**  Familiar with translation software tools.  Able to speak and write English, Mandarin (traditional and simplified), and Cantonese fluently.  Excellent in research of legal and technical phraseology to ensure the correct translation is used.  Familiar with main Chinese consumer and B2B social media, e.g Weibo, baidu, taobao, alibaba.  Highly skilled in Word, Excel and Microsoft Outlook. Also fluent in Mac applications.  Able to prioritise, work under pressure and deliver work on time.  **ACADEMIC QUALIFICATIONS**  BSC in Economics, Brunel University, Uxbridge, U.K. 1985-1989 |
|  |  |  |