

Hong Ai

Freelancer | Localization Translator

ZH(CN)<>EN * ZH(TW)>EN

Email: aihong_trans@zaza-zaza.com

Tel.: +86 151 5455 8588

Nationality: China

Teams: 1298175595

Gender: Female

Date of Birth: June 28, 1988

CAT tools: Trados 2021, MemoQ, Memsources, Xbench, and other online CAT tools.

EDUCATION

September 2007 – July 2011 *Shandong Institute of Business and Technology* *Bachelor of Laws*

Major: Social Work (Psychology - Focus)

Courses: Social Psychology, Psychotherapy, Cognitive Behavioral Therapy, Family Therapy, Psychometric Measurement and Evaluation, Psychoanalysis, Clinical Psychology

Suppl. Courses: Civil Law, Contract Law, Criminal Procedure Law, Law of Economy, etc.

September 2007 – July 2011 *Shandong Institute of Business and Technology* *Bachelor of Arts*

Major: English

Courses: Intensive & Extensive Reading, English Writing, Introduction to Linguistics, Advanced English, English-Chinese Translation, Economic and Trade Translation, Applied Translation

Suppl. Courses: Japanese, International Business and Trade, Market Survey, Academic Writing

CREDENTIALS

- English Proficiency: College English Test-6 (CET-6)
- Business Language Certification International-level Translator by China General Chamber of Commerce (ETTBL Certificate)
- C-level Human Resources Professional (HRP)
- ATA Member

SPECIALTIES

- Life Sciences (Medical)
- Legal
- Finance
- Engineering
- Machinery
- IT (Cloud Computing)
- Automobiles
- Environment
- Website Localization

BOOKS

EN>ZH: Ethnobiology of Corals and Coral Reefs, more than **130,000** words.

Resilient Policies in Asian Cities Adaptation to Climate Change and Natural Disasters, more than **50,000** words.

A finance text book titled Treasury Certificate.

WORK EXPERIENCE

2011-2026 (Certified) Freelance Translator (Experience: 13 years)

- Timely submission of deliverables to ensure project deadlines
- Quick response to requests to enhance work efficiency
- Emphasis on quality to achieve excellence

Certified Translator of Translation Agencies such as TransPerfect, PPD, EC Innovations, Glodom Language Solutions, Amazon Web Services, Blend...

NOTEWORTHY CUSTOMERS & PROJECTS

Life Sciences (Words: 3 million+) *

Projects	Clinical Agreements - Contracts/agreements related to clinical trials and studies. Informed Consent Forms (ICF) - Documents ensuring patients understand the study they are participating in. Clinical Study Protocols - Detailed plans for how clinical trials will be conducted. Investigator Brochures (IB) - Information provided to investigators about a product being studied. Regulatory Submissions - Documentation submitted to FDA or EMA etc. for drug approval. Study Reports - Comprehensive summaries of clinical trial results. Patient Enrollment Materials - Flyers and brochures used to enroll participants for studies. Data Safety Monitoring Plans - Policies ensuring participant safety during clinical trials. Master Files of Trials - Centralized files containing essential documents for managing clinical trials. Audit Reports - Reviews conducted to ensure compliance with regulations and protocols. Pharmacovigilance Reports - Documentation of drug safety monitoring and reporting adverse effects. Manufacturing and Quality Control - Papers ensuring the drug is produced according to quality standards. Medicare and Medicaid - two government programs in the United States.
-----------------	--

Customers	● Novartis ● Pfizer ● Bayer ● PPD ● GSK ● AbbVie ● Gilead Sciences ● Merck & Co. ● LabCorp ● Johnson & Johnson ● Takeda Pharmaceutical ● Thermo Fisher Scientific ● Bristol-Myers Squibb
------------------	--

Legal (Words: 1 million+) *

Projects	Shareholder Agreement - Governs the rights and responsibilities of shareholders in a corporation. Letter of Undertaking - A document where one party commits to fulfilling certain obligations. Security Agreement - Establishes the terms under which collateral is pledged for a loan. Equity Agreement - Specifies the rights and responsibilities related to equity ownership in a company. Class B Facility Agreement - Relates to specific financing arrangements under Class B terms. Corruption Prevention Act - Legislation aimed at preventing corrupt practices in business. IPO Regulations - Rules governing the process of companies going public. Litigation on Intellectual Property Rights - Legal proceedings concerning the protection of intellectual property. Confidentiality Agreement (Non-Disclosure Agreement) - Protects sensitive information shared between parties from being disclosed to third parties. License Agreement - Allows one party to use intellectual property owned by another party under specified conditions. M&A Agreement - Details the terms and conditions under which two companies agree to merge into one entity.
-----------------	--

Customers	● KPMG ● Giorgio Armani ● King & Wood Mallesons ● Hainan High People's Court ● Shanghai Higher People's Court ● JP Morgan Chase ● Clifford Chance ● Baker McKenzie ● China Securities Regulatory Commission (CSRC)
------------------	--

Finance (Words: 500,000) *

Projects

Memorandum and Articles of Association of a BVI Company - Foundational documents governing the operations of a British Virgin Islands company.

Corporate Report - Provides an overview of performance, governance, and future outlook of enterprises.

Equity Management Measures - Guidelines for managing equity within a company.

ESG (Environmental, Social, and Governance) - Framework for assessing a company's ethical impact and sustainability practices.

Financial Statements - Reports summarizing the financial performance and position of a company.

Audit Report - An independent examination of financial statements to ensure accuracy and compliance.

Loan Facility - Terms under which a lender provides funds to a borrower.

IPO (Initial Public Offering) - Document outlining the details of a company's first sale of stock to the public.

Financial Counseling - Services providing advice on managing finances and investments.

Customers

● McKinsey & Company ● Boston Consulting Group (BCG) ● Fidelity Investments ● PwC (PricewaterhouseCoopers) ● Deloitte ● EY (Ernst & Young)
● Morgan Stanley ● KKR (Kohlberg Kravis Roberts & Co.) ● Bridgewater Associates
● HSBC

Marketing (Words: 300,000+)

Projects

Industrial Report - Detailed analysis of a specific industry, including trends and forecasts.

Market Analysis - Examination of market conditions, competitors, and consumer behavior.

Review of Listing in START Market - Evaluation of a company's eligibility and process for listing on a specific stock market segment.

Supplier Responsibility - Guidelines outlining supplier obligations and standards.

Marketing Plan - Outlining a company's marketing goals, strategies, target audience, and budget for a specific period.

Social Media Guidelines - A set of instructions and best practices for employees on how to represent the company on social media platforms

Product Brochures - Marketing materials that describe products, highlight features, and provide information on applications and benefits.

Customers

● NVIDIA Corporation ● Roche Group ● Milestone Scientific, Inc.
● BeiGene ● Siemens ● Emerson ● Samsung Electronics

IT (Cloud Computing) (Words: 200,000)

Projects

Website Localization - Translation of Technical Specifications, FAQs, medical device, installation guides, and maintenance manuals to enhance user experience

Technical Plan - Detailed outline of technical specifications and project execution plans. Detailed translations of product descriptions, including features, specifications, and usage instructions.

Other - User Manuals and Documentation, White Papers, API Documentation, User Feedback and Reviews, Case Studies, etc.

Environment/Agriculture (Words: 200,000+)

Projects	Environmental Impact Assessments (EIA) - Reports analyzing the potential environmental effects of proposed projects or developments, including mitigation strategies. Research Papers and Articles - Scientific articles discussing environmental studies, conservation efforts, climate change impacts, and ecological findings. Policy Documents - Government or organizational policies related to environmental protection, climate action plans, and biodiversity conservation. Awareness Campaign Materials - Brochures, flyers, and educational content aimed at promoting environmental awareness and encouraging sustainable practices. Training Materials - Educational resources designed to train agricultural workers on new techniques, equipment use, and safety procedures. Other - Supplemental Nutrition Assistance Program (SNAP); Rural Development Programs; Animal and Plant Health Inspection Service (APHIS)
-----------------	--

Customers	● DuPont de Nemours, Inc. ● United Nations Environment Programme ● Syngenta AG ● Ministry of Agriculture, Livestock and Supply (Ministerio da Agricultura e Pecuaria) ● United States Department of Agriculture (USDA)
------------------	---

Mechanical Engineering/Machinery (Words: 2,000,000+)

Projects	Technical Manuals - Detailed instructions for operating, maintaining, and troubleshooting machinery and equipment. Product Specifications - Documents outlining the technical parameters, features, dimensions, and performance metrics of mechanical products. Safety Guidelines - Instructions and protocols to ensure safe operation and handling of machinery, including hazard warnings and emergency procedures. Installation Guides - Step-by-step instructions for the correct installation of mechanical systems or equipment. Maintenance Procedures - Documentation providing guidelines on regular maintenance activities, schedules, and required tools for machinery upkeep. Engineering Drawings - Technical drawings and schematics that require accurate translation of annotations and specifications to convey design intent. Training Materials - Educational content aimed at training operators and maintenance personnel on machinery utilization and safety practices.
-----------------	--

Customers	● General Electric (GE) ● Rockwell Automation ● Honeywell International Inc. ● Schneider Electric Mitsubishi ● American Society of Mechanical Engineers (ASME) ● Society of Manufacturing Engineers (SME) ● European Association of Research and Technology Organizations (EARTO) ● International Electrotechnical Commission (IEC)
------------------	--

***** END *****