

Yuhan Song

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Language Pair: Chinese (native)-English (professional)

EDUCATION

Middlebury Institute of International Studies at Monterey (CA, United States)

M.A. in Translation and Localization Management

09/2022- 05/2024(Expected)

Key Courses: Localization Vendor Management, Advanced Localization Project Management, Intro to Programming, Advanced Translation Technology, Designing for Language and Culture, Editing Writing.

Scholarship: Women in Localization Scholarship

Northwest A&F University (Xi'an, China)

09/2018-06/2022

B.A. in English

Key Courses: English Interpretation, English Translation, History and Anthology of British and American Literature.

TECHNICAL SKILLS

CAT Tools: Trados, MemoQ, Okapi Olifant, Multiterm **TMS:** Phrase, XTM, XTRF, Yicat

Technologies: MS Office (Advanced MS Excel), Python, C#, WordPress, Photoshop, Adobe Acrobat, InDesign, Adobe Illustrator, Outlook.

PROFESSIONAL EXPERIENCE

Middlebury Institute of International Studies at Monterey

04/2023-Present

Graduate Assistant at Technology Helpdesk

- Resolve technology problems over the phone, in person, and over Zoom for students, alumni and faculties.

“Light Chaser” National Undergraduate Innovation Project (Remote)

01/2023-02/2023

Proofreader

- Proofread translated project files (45,000 + words); gave advice on adapting to foreign markets.

Transn Internet of Languages Technology Co., Ltd. (Remote)

01/2021-03/2021,08/2021-09/2021

Assistant Localization Project Manager

- Collected terms, conducted data cleaning, built a corpus for texts in energy, finance, economics, military.
- Conducted MT quality analyses (covering more than 20,000 pieces).
- Post-edited for Machine Translation result.

YAMUTECH (Remote)

03/2020-08/2020

Assistant Translator

- Translated recruitment notices for many MNCs and international organizations, such as BMW.
- Proofread, polished, and assessed translations in energy, finance, and other fields.

PROJECTS

Translation Technology: Creating Regular Expression for Quality Assurance

12 /2022

- Generated regular expressions to examine potential translation errors in terms of date, phone, and zip code.

Localization Project Simulation Using Trados

11/2022

- Created a project proposal with a quote; launched client meeting; provided deliverables including a source and target file, a style guide, a translation memory, a termbase, and a pseudo-translation file.

EXTRACURRICULAR ACTIVITIES

Northwest A&F University Model United Nations

09/2020-09/2021

President

- Organized and led club members to win Best Delegation Awards two times.
- Recruited members and conducted academic training among different divisions.
- Worked in the Student Office helping with daily work including file collecting, separating, and delivering.