

## Wenting ZHOU

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### Education

**Monterey Institute of International Studies, CA**

**May 2016 (expected)**

M.A. Translation and Localization Management

Courses: Intro to Computer Programming, L10N Project Management, DTP, Website L10N, Terminology Management

**Beijing Foreign Studies University, China**

**June 2014**

B.A. Translation and Interpreting

### Language and Technical Skills

Basic Python programming, html, css, JavaScript, IT support, WordPress, XTRF, SDL Trados, SDL MultiTerm, Wordfast Suite, MemoQ, Memsource, Crowdin, Adobe Dreamweaver, PhotoShop, Illustrator, Microsoft Word, Excel and PowerPoint.

Languages: Chinese (Native), English (Proficient), French (Beginner)

### Localization and Project Management Experience

**The New York Times**

**Project Assistant**

**2013-2014**

- Localized the New York Fashion Week Site with system administrators and front end engineers and performed QA testing for T-Magazine website;
- Coordinated vendors and service providers to establish Hong Kong Data Center, and coordinated editors, the marketing department and the tech team for the launch of T-magazine site and an iOS App;
- Drafted briefings to the NY headquarter, proposals to the Ministry of Foreign Affairs and vendor contracts.

**Foreign Language Teaching and Research Press**

**Project Manager**

**2012**

- Assigned tasks to 32 selected translators based on time requirements and translators' respective competence;
- Managed TMs and Organized peer-editing for 51 short novels and 6 essays;
- Controlled the final quality of translated works and submitted all qualified pieces to the press for publishing.

**Weland International**

**Instructor**

**2010-2013**

- Cooperated with and arranged schedules for 4 researchers in course designing projects;
- Led four groups of high school students to participate in Model United Nations Conferences hosted by Harvard, Yale and Georgetown, and supervised them in conducting social research in New York City.

### Academic Projects and Freelance Experience

**Wordfast LLC**

**Marketing Consultant**

- Designed and implemented marketing plans for the first Wordfast User Conference by utilizing MailChimp, Facebook Ads, Twitter and Yahoo User Group
- Designed and updated the conference website using Adobe Dreamweaver and Photoshop CC

**Mozilla**

**QA**

- Reviewed 4500 translated strings for Firefox OS and flagged more than 200 mistakes
- Provided feedback to the crowd translation review platform and Firefox's Multidimensional Quality Metrics

**Asia-Pacific Economic Cooperation (APEC)**

**Translator**

- Translated Sino-Swedish Workshop on Environmental Cooperation brochures and 13 program introductions
- Created and updated translation memory and glossary throughout the project

**Posts & Telecom Press**

**Translator**

- Translated 6 chapters of the book *Organizations: Behavior, Structure, Processes*
- Created and updated glossary using Excel sheets, and localized graphics by using Photoshop