

STEFAN ZHAO

EDUCATION

TONGLING UNIVERSITY

Tongling, China / Sep 2013 – Jun 2017
B.A. in Business English

SHAANXI UNIVERSITY OF SCIENCE AND TECHNOLOGY

Xi'an, China / Sep 2017 – Jun 2018
Master of Translation and Interpretation

MIDDLEBURY INSTITUTE OF INTERNATIONAL STUDIES

Monterey, CA / Aug 2018 – May 2020
M.A. in Translation and Localization Management

PROFESSIONAL EXPERIENCE

LOCALIZATION PROGRAM MANAGER

SuperSymmetry Technologies, Shanghai / Oct 2020 – Present

- Own and maintain the entire localization program
- Build and manage the localization workflow and processes
- Establish and manage partnership with LSPs
- Build the LQA process and manage a group of LQA linguists
- Own and implement the Translation Management System
- Work with internal developing and product teams
- Develop and update linguistic assets including glossary, term base, translation memory, and style guide

LOCALIZATION PROJECT MANAGER

Translation Commons, Remote / Jul 2020 – Present

- Establish project scope, including project type and schedule
- Coordinate and host project kickoff meetings
- Create and document all project info
- Record all issues and troubleshoot solutions when possible
- Act as liaison between the team and the broader group

LOCALIZATION PROJECT COORDINATOR

SDL, New York, NY / May 2019 – Aug 2019

- Managed complex projects with as many as 40 target languages
- Managed communication with vendors and clients
- Acted as a linguist for Simplified Chinese, providing expertise in QC, bilingual review, post formatting, and audio/visual localization

LOCALIZATION PROJECT MANAGER

Wordfast, Remote / Nov 2018 – Mar 2019

- Localized Wordfast's website and software into 4 languages: Simplified Chinese, French, Spanish, and Portuguese
- Translated strings from English into Simplified Chinese
- Recruited and trained vendors for French, Spanish, and Portuguese

Location: Shanghai

Email: jzstefan1994@gmail.com

Phone: 19512359175

Portfolio: sites.mis.edu/jjiezha

LinkedIn: linkedin.com/in/stefan-zhao-a3858816b/

SKILLS

Chinese - Native

English - Near Native

MS Office - Proficient

MS Custom Translator – Proficient

Adobe CC - Intermediate

MadCap Flare - Intermediate

MadCap Lingo - Intermediate

Ubuntu - Intermediate

Android Studio - Intermediate

Unity - Intermediate

Xcode - Intermediate

VisualSubSync – Intermediate

JavaScript - Basic

Python - Basic

CAT (Computer Assisted Translation) Tools

Content Management Systems

Translation Management Systems

CERTIFICATES

CATTI (China Accreditation Test for Translators and Interpreters)

SIA (Shanghai Interpretation Accreditation)

BEC (Cambridge Business English)

TEM-8 (Test for English Majors-Band 8)