

Runyu Liu

runyul@middlebury.edu | +1-8319208774

LinkedIn: <https://www.linkedin.com/in/runyu-liu-40ab4b148/>

Chinese ⇄ English Translator specializing in legal, investment, marketing, linguistics and Localizer with experience on the client and vendor sides

SKILLS

Languages: Chinese (Native); English (Near Native)

CAT Tool: Trados; MemoQ; Wordfast; SmartCAT

Technical Skills: HTML (CSS); Python; JavaScript

PROFESSIONAL EXPERIENCES

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| Volunteer | Mozilla | 09/2017-Present |
| ➤ Use Pontoon to localize articles for Mozilla projects such as the online platform, MDN, open resources for website developers. | | |
| Customer Manager | Shandong Jinan Tobacco Co., Ltd. | 12/2014-02/2017 |
| ➤ Managed relationships with 200 clients to meet sales targets | | |
| ➤ Acted as Sales Department's Analyst by collecting, analyzing and publishing data reports | | |
| ➤ Conducted market research to improve products, segment market and enhance product mix by the market. A new sub-category of the brand was developed and the market was segmented into four. | | |
| ➤ Awarded first prize in the Speech Contest and was the Star Employee in 2015 | | |
| Freelancer Translator | | 11/2013-08/2017 |
| ➤ Translated (English ⇄ Chinese) for law firms, private enterprises and individuals. | | |
| ➤ Subject domains included investment contracts, academic papers, books, and marketing materials | | |
| Translation Intern | Inspur Group Co., Ltd. Shandong | 06/2013-08/2013 |
| ➤ Translated commercial contracts for the Department of Law and Investment | | |

EDUCATION

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| Middlebury Institute of International Studies | Monterey, CA | 08/2017-05/2019 |
| Degree: Master of Arts, Translation and Localization Management Candidate | | |
| Beijing Language and Culture University (BLCU) | Beijing, China | 09/2010-06/2014 |
| Degree: Bachelor of Arts, English; GPA: 3.86/4.00 | | |
| ➤ <i>Member of BLCU debate team.</i> Participated in weekly practices and debate workshops to develop logical reasoning and critical thinking; Competed in large-scale debates, including the 2011 summer Asian Debate Institute in Seoul, the 2011 Beijing Debate Open in Beijing and the 2012 International Christian University Tournament in Tokyo | | |
| ➤ <i>Member of Public Relations Department in BLCU Student Association Union.</i> Solicited sponsorships from enterprises; Maintained contact with sister schools, other student organizations and departments at BLCU to ensure the smooth running of various campus events | | |
| ➤ <i>Member of Editorial Department in BLCU Students' Union of English Studies School.</i> Reported on big events and activities held by the School of English Studies, BLCU | | |
| Newcastle University | Newcastle, the UK | 09/ 2012-05/2013 |
| Exchange Program: Modern Language School; Grades: 75.5/100 | | |

VOLUNTEERING

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| Language Volunteer | Big Sur International Marathon | 11/2017 |
| ➤ Answered questions in both English and Chinese and provided directions for runners and spectators | | |