

## Claudia Li, M.A., CPA

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### Chinese Translator and Project Manager

#### SUMMARY OF QUALIFICATIONS

Results-oriented multitasking professional with project management and technical translation/interpretation experience, excellent computer skills, and a background in corporate accounting and finance software.

- Managed multilingual localization projects using TRADOS and MultiTerm.
- Prepared legal and business documents in English.
- Translated technical documents from Chinese into English and from English into Chinese.
- Interpreted for executives at business meetings.

#### PROFESSIONAL EXPERIENCE

**Translator/Interpreter**, ABC Investment Corp., New York, NY 2006 - Present

- Interpreted for executives, managers, trainers, and sales staff regarding finance and accounting topics to achieve a successful project launch.
- Translated various finance and business documents from Chinese into English and from English into Chinese to resolve quality- and cost-related issues.

**International Planning Analyst**, XYZ Accounting, Ltd., Chicago, IL 2005 - 2006

- Translated business and finance documents to resolve communication problems and increase accuracy.
- Wrote business documents including confidentiality agreements, trade agreements, and technical and license agreements in English.

**IQS Project Interpreter**, CCR Bank, Inc., Minneapolis, MN 2000 - 2004

- Interpreted for loan officers and managers regarding banking and finance.
- Interpreted for managers and executives at business meetings.
- Interpreted for individual and corporate customers.

**Financial Translator/Terminologist**, QZZ Software, Ltd., Los Gatos, CA 1994 – 2000

- Successfully solved multi-language translation issues related to finance and software.
- Researched and validated financial terminology to improve translation quality.
- Effectively led a team of seven translators for documentation and terminology projects to increase revenue from Chinese companies.
- Researched requirements and provided prototypes for database design tailored toward Asian languages.
- Translated and tested computer software and documentation for quality assurance.
- Helped Chinese translators to resolve technical issues.
- Trained summer interns from the Monterey Institute of International Studies.

## EDUCATION

- Master of Accountancy**, University of Minnesota, Minneapolis, MN 2004  
Passed CPA exam in fall, 2004.
- Master of Arts**, Monterey Institute of International Studies, Monterey, CA 1994  
Major: Chinese translation and interpretation.
- Bachelor of Arts**, Taipei University, Taipei, Taiwan 1988  
Major: economics and finance; minor: English language studies.

## ADDITIONAL EXPERIENCE

- Account Manager**, Taiwan Banking Co., Ltd., Taipei, Taiwan 1988 – 1992
- Provided business and financial analysis for corporate accounts.
  - Translated English materials for senior analysts and management.
  - Interpreted for individual and corporate customers.

## BUSINESS SKILLS

- Proficient with the English and Chinese versions of MS Word, PowerPoint, Excel, Access, FrontPage, TRADOS, MultiTerm, Visio, and Lotus Notes.
- Experienced with SAP R/3, Oracle Database, FrameMaker, PageMaker, and AS/400.
- CPA (Certified Public Accountant)