

Peixi Ren

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SKILLS

- **Project Management:** 3-year working experience with vendor-side translation project management
- **Languages:** Chinese (native), English (advanced), Spanish (intermediate)
- **Translation:** Certificate of China Accreditation Test for Translators and Interpreters (CATTI) for English Translating Level 2 and Consecutive Interpreting Level 2
- **Computer Skills:** Proficient in Microsoft Office tools including Word, Excel, and PowerPoint
- **CAT Tools:** SDL Trados Studio, SDL Multiterm, MemoQ, Memsource

EDUCATION

- **Middlebury Institute of International Studies at Monterey** Monterey, California, United States
Master of Arts in Translation & Localization Management | Minor: Translation (Chinese – English)
Sep. 2021 – May. 2023
 - Core Courses: Localization Project Management, Translation Technology, Translation, Multilingual DTP
- **Sun Yat-sen University (SYSU), School of International Studies** Zhuhai, Guangdong, China
Bachelor of Arts in English Translation & Interpretation | Minor: Spanish
Sep. 2016 – Jun. 2020
 - GPA: 3.9/4.0 (top 5%); 3 years' SYSU Outstanding Student Scholarships
 - Vice-Captain and Debate Trainer at English Debate Team of SYSU from Sep. 2017 to Jun. 2018

PROFESSIONAL EXPERIENCE

- **iQIYI** Remote
Translation Project Manager & Translator (Part-time) Mar. 2021 – Aug. 2021
 - Managed subtitle translation projects; built & monitored production schedule; took actions to mitigate risks
 - Assigned projects to freelance translators and scored translators' performance
 - Performed QA checks for Chinese-English subtitles; managed termbase
 - Translated and reviewed subtitles from Chinese to English for TV series and movies produced by iQIYI
- **Lionbridge** Beijing, China
Associate Localization Project Manager Aug. 2020 – Aug. 2021
 - Managed software UI localization projects for Microsoft Dynamics 365 products; oversaw end to end localization workflow; contributed to project kick offs & production meetings with cross functional teams, including engineers, language coordinators, and DTP specialists for planning
 - Identified and managed project risks through prioritization and bug management
 - Oversaw the localization budget for projects through gathering data on cost, timeline and quality of projects
 - Managed vendor relationships by answering linguistic queries, and providing training and troubleshooting assistance; worked closely with the vendor manager for onboarding new translation resources
- **Computer-Aided Translation Studio at Sun Yat-Sen University** Zhuhai, Guangdong, China
Translation Project Manager Sep. 2018 – Jun. 2020
 - Managed monthly news trans-editing project for the SYSU's official English website, the Chinese-English localization project of SYSU's student handbook, and the *Panama Canal Brochure* translation project; drew up workflows and style guides; held production meetings and project training sections
 - Managed termbase and translation memory for the studio; carried out LQA checks and DTP checks
 - Trained 30+ team members to use computer-aided translation tools; developed SDL Trados video user guide
- **Tmxmall Technologies, Inc** Remote
Translation Intern Mar. 2020 – Apr. 2020
 - Translated UI and user guide for YiCAT, a computer-aided translation tool developed by Tmxmall

VOLUNTEER ACTIVITIES

- **Women in Localization MIIS** Monterey, California, United States
Social Media Manager Nov. 2021 – present
 - Write posts, make videos, host professional development interviews, and carry out user analysis for the LinkedIn account of Women in Localization MIIS Chapter
- **TED Volunteer Translation Group** Remote
Translator Apr. 2019 – Oct. 2019
 - Translated subtitles of TED Talks from English to Chinese, with a total volume over 50,000 words