

# Resumé

**NAME:** Cuncao Huang

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**OBJECTIVE:** to work for companies that value professionalism, quality and efficiency so that I can bring my skills, techniques and intelligence into full play

## **PROFESSIONAL QUALIFICATIONS:**

**Certifications and Accreditations:** ATA Certified

**Working Languages:** Simplified Chinese (native), English (near native)

**Specialization:** Medical Translation

### **Working field:**

Medicine (General)  
Natural Sciences (General)  
Biology  
Health care  
Nutrition  
Pharmaceuticals  
Ecology & environmental science  
Arts and Humanities (General)  
Business (General)  
Education  
Entertainment (General)  
Film  
Industry & Technology(General)  
Travel & tourism  
Cosmetic

**Translation Software work with:** proficient in Trados 6.5, familiar with SDLX

## **EDUCATION:**

**Bachelor of Science, Sep. 1991 ~ Jun. 1995**

**Major: Biology**

Institute of Life Sciences

Fujian Normal University, China

Note: Ranked fifth among the 90 graduates of 1995 class

**Master of Arts, Sep. 2001 ~ Jun. 2004**

**Major: Translation and Interpretation: Theories and Practices**

Institute of Foreign Languages and Cultures

Xiamen University, China

**Education Doctor candidate, starting from Jul. 2007 ~**

**Major: Foreign Language Education**

Graduate School of Education, Rutgers University, New Jersey, USA

## **EXPERIENCE:**

**Full Time Teacher, Jul. 1995 ~ Jan. 2001**

Teaching Medical English,

Fujian Medical College Affiliated to People's Liberation Army

Fuzhou, Fujian Province, China

**Part time translator since 2002 (as a graduate student)**

**ATA Associate Member Oct. 2005**

**ATA Certified Member Sep. 2006**

**Full time freelance translator since certified with ATA**

## **PREVIOUS MAJOR PROJECTS:**

1. Medical Record: Chronic bronchitis
2. Guillain-Barré Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Brochure
3. New Freedom Medicaid Program
4. Rheumatology Nursing Presentation
5. Rheumatology Nursing Talk to Nursing Staff
6. Medical records: Femoral Intertrochanteric Fracture
7. Health facts for you
8. Medical record: Abdominal and Pelvic Echocardiogram
9. Authorization for disclosure of health information based on research purpose
10. Informed Consent Agreement: using blood and/or tissue sample in other research
11. Informed Consent Agreement for clinical trial
12. Practical issues in anti-TNF  $\alpha$  therapy
13. Clinical assessment of rheumatoid arthritis
14. Legal documents (Birth certificate, Marriage certificate, Divorce agreement, Last will)

15. Legal documents (Patent lawsuit)
16. Legal document: International Dealership Agreement
17. Legal documents: Brokerage Contract, (Construction) Project Agreement
18. Academic paper: Influence of Promoters on the Catalytic Performance of Au/TiO<sub>2</sub> Catalysts for the Gas-Phase Direct Epoxidation of Propylene
19. Desktop publishing: The Luxury Holiday's India Summer Special Offer Tourism Advertisement
20. DSHS Custodial Parent Introduction to Support Enforcement Services
21. DSHS Individual Responsibility Plan (IRP) and component text
22. DSHS Voluntary Service Plan and Developmental Disabilities Assessment
23. DSHS Children's Administration Placement Agreement
24. Diploma documents and transcripts
25. Washington State WTAP benefits
26. DSHS Children's Administration GAIN-SS and Division of Child Support (DCS) Notice of Conference Board Request
27. DSHS Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Care
28. DSHS Division of Developmental Disabilities (DDD) Waiver Transportation Record
29. DSHS Division of Developmental Disabilities (DDD) Notification of Plan of Care/Individual Service Plan Review
30. Brt Led Board Meeting Presentation
31. DSHS Division of Child Support (DCS) Request for Review of Child Support Order and Court Order Modification Cover Letter
32. DSHS Department of Early Learning Parent Letter
33. DSHS Division of Child Support (DCS) Payment Agreement – License Suspension
34. DSHS Incapacity Review for General Assistance
35. Washington State Child Support Schedule Financial Declaration
36. Washington State Child Support Schedule Confidential Information Form (INFO) and Addendum to Confidential Information Form (AD)
37. Washington State Child Support Schedule, Economic Table, Worksheet, Instructions
38. Wynth Survey
39. Washington State's General Assistance Unemployment (GAU) Managed Care Program
40. DSHS Division of Child Support (DCS) Request for Administrative Review of Internal Revenue Service (IRS) Tax Refund Intercept
41. DSHS Division of Child Support (DCS): Notice of Noncompliance and Intent to Suspend Licenses
42. Intensive Family Preservation Services (IFPS) Consumer Satisfaction Survey
43. proofread Material Safety Data Sheet: WELD-ON® 705(711,719,724,774,300,305) Solvent Cement for PVC Plastic Pipe
44. Washington State PCIT (Parent-Child Interaction Training) Coach Daily Manual
45. DSHS DDD Eligibility Checklist for State Supplementary Payments (DSHS 07-087)
46. DSHS DDD Individual Support Plan Current DDD Service Summary (DSHS 15-337)
47. Washington State Combined application program (WASHCAP) application/eligibility review (DSHS 14-493)
48. DSHS Division of Child Support (DCS) Review Request Denial (DSHS 09-791)
49. DSHS DDD Individual and Family Services Program (DSHS 22-038)
50. DSHS Sign-up form (DSHS 13-664)
51. DSHS Authorization for Alternate <EBT> Cardholder
52. DSHS DCS Child Support Referral (DSHS 14-057)
53. DSHS DCS Application for Nonassistance support Enforcement Services (DSHS 18-078)
54. DSHS DCS Child Care Verification (DSHS 18-607)
55. DSHS DCS Nonassistance Support Enforcement Information (DSHS 16-072)
56. Translation and Desktop Publishing of a tourism advertisement: The Luxury Holidays: Oberoi Summer Exotic Tour
57. Translation of news:

1. Calvin Klein Bedding Finds Chinese Buyers
2. High-End Cetec Stands Out in Asian Commodity Landscape
58. Patent: A closed-circuit cycle technique for the treatment of high-concentration wastewater originated from epoxy resin production
59. NYCDOE Letters to parents
60. Proofreading: Custom Match TM Personalized Vision Solutions
61. Proofreading : Car Lease Contract
62. Academic Paper : A Continuous Process of Tail Gas Recovery in Producing Glyphosate by Alkyl Ester Method
63. Invention Patent Application Publication: Method for Producing N-phosphonomethyliminodiacetic Acid
64. Invention Patent Application Publication: A Production method of N-phosphonomethyl-glycine
65. Invention Patent Application Publication: Chemical Synthesis Method for 4-Amino-3,5,6-trichloropyridine-2-carboxylic Acid
66. Employment and no criminal records verification
67. DCS Application for Nonassistance Support Enforcement Services (DSHS 18-078)
68. DCS Noncustodial Parent's Rights and Responsibilities (DSHS 16-107)
69. DCS Notice of Support Owed (DSHS 09-711)
70. DDD Client Notification of Individual Support Plan Review (DSHS 15-291)
71. WSRC(Washington State Rehabilitation Council) Web Page
72. WorkFirst Rules are Changing (DSHS 22-059)

#### **AWARDS:**

- *Student's Scholarship for Excellent Performance* during undergraduate study in Fujian Normal University, 1992-1993
- *Excellent teaching performance of the Year* during working in Fujian Medical College, 1995, 1996
- *Excellent Academic Performance of the Year* during working in Fujian Medical College, 1998, 1999
- *Guanghua Scholarship for Excellent Academic Performance* during graduate study in Xiamen University, 2002-2003

#### **GRADUATE PROJECTS:**

- Member of a translator team for the translation of T&I training text book, *Preparatory Course for Certificates in Chinese English Interpreters*, 2002
- Member of a translator team for the translation of T&I training book, *Models Tests for English Interpreting Certificate*, 2003
- Member of a team compiling *Bi-directional English-Chinese Dictionary for Interpreters*, 2003-2004
- Escort Interpreter for Professor Dr. J. William Schopf of University of California, Los Angeles, during his academic trip in China in Jul. 2002
- Escort Interpreter for Professor Dr. Frank Gogoll of University of Applied Sciences Cologne, during his WTO training program in China in Aug. 2003

**MASTER THESIS:**

- *On Anticipation in Simultaneous Interpretation*, College of Foreign Languages and Cultures, Xiamen University, May 2004