



Aspiring Localization Project Manager | Cross-Cultural Communicator

5+ years of experience in stakeholder communications and cross-functional collaboration

Strong technical background and hands-on experience in localization tools and workflows

Proficient in Chinese, English, German, Japanese with 7+ years of cross-cultural experience

EDUCATION

Middlebury Institute of International Studies at Monterey – Monterey, US Sep 2023 – Expected May 2025

M.A. in Translation and Localization Management (GPA: 3.88/4.0 | Conflict Transformation Scholarship recipient)

Localization Projects

- Website & App Localization: [Chez Noir's](#) and [Attack on Titan fan website](#) | e-bike web store i18n and l10n project
- Multimedia Localization: [Spy x Family poster](#) | [5 multimedia localization projects management](#)
- Game Localization: HTML 5 game BunnyBloom | [NMT training for World of Warcraft](#)

Philipps University of Marburg – Marburg, Germany

Oct 2016 – Aug 2018

M.A. in Teaching German as a Foreign Language

Renmin University of China – Beijing, China

Sep 2012 – Jul 2016

B.A. in German Studies (One-semester exchange at Eberhard Karls University of Tübingen, Germany)

WORK EXPERIENCE

Translator and Localization QA Specialist (Freelance) – Germany & China

2016 – present

- Translated subtitles for Japanese dramas, English films and TV shows using Aegisub.
- Translated multilingual content in medical, entertainment, and education fields (EN/DE/JP – ZH).
- Conducted QA review on TED Talks subtitles (EN/DE) using CaptionHub and Industry 4.0 (DE) documents.

German Instructor (Freelance) – Germany & China

2016 – present

- Designed and localized CEFR A1–B2 learning content for culturally diverse learners, improved accessibility and engagement, and achieved a 95% positive student feedback rate.
- Created and localized social media marketing content, including German news translations and language learning materials, contributing to a 10% increase in student enrollment.
- Managed stakeholder communication with academic directors and assistants to streamline enrollment, track learner performance, and coordinate assessment processes.

Team4Tech (Internship) – US & Uganda

Jun 2024 – Aug 2024

Project Coordinator

- Led an 8-person team to execute an ICT training project for 30+ teachers in rural Uganda. Oversaw project implementation, and localized training materials, impacting 600+ students while ensuring alignment with NPO objectives and on-time delivery.
- Served as the primary liaison between multiple stakeholders, coordinating logistics, virtual/in-person team meetings, and integrating feedback to improve training effectiveness.
- Organized three cultural excursions, tracked finances, and ensured all expenditures remained within budget.

China Visa Application Service Center (Full-time) – Frankfurt am Main, Germany

Aug 2019 – Jun 2023

Consular Services Specialist

- Managed the high-volume workflow of 500+ visa applications daily, including maintaining ongoing communication with applicants through 100+ telephone calls and 200+ emails daily, reducing waiting times and increasing the daily application capacity by 30%.
- Localized visa-related website content that improved applicant understanding and documentation accuracy, leading to more efficient in-office processing.
- Led an annual cross-office multimedia project for Chinese New Year, coordinating teams in Düsseldorf and Frankfurt, managing content sourcing, and ensuring on-time delivery.

SKILLS

Languages: Chinese (native), English (TOEFL 110/120), German (CEFR C2), Japanese (JLPT N1), Spanish (A2)

IT: Microsoft Office, Google Workspace, Adobe Creative Suite, HTML, CSS, JavaScript, Regex, WordPress, Squarespace, Canva, Figma

CAT and Management Tools: Trados, XTM, Smartcat, Smartling, memoQ, Phrase, Jira, Confluence, Oracle

AI Tools: MT/NMT, MTPE, AI-assisted quality estimation tools, AI-based content editing