

KA-YEE JULIE MECK

Cambridge-educated multilingual professional with 10 years of translation and editing experience

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British nationality

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KEY SKILLS AND COMPETENCIES

Copywriting, editing and translation Ten years of experience in all aspects of **copywriting, translation, sub-editing and transcription**

Language pairs: English<->Simplified Chinese;

English<->Traditional Chinese; English<->Mandarin;

English<->Cantonese

Broad industry experience Broad industry experience, particularly in the fields of **art, fashion and travel**

Previous clients/ employers/ translation projects include:

Christie's, NET-A-PORTER, BA High Life Magazine,

Graff Diamonds, National Gallery of Art (Washington DC),

YOTEL, Dunhill

Computer skills **Microsoft Office, InDesign, TRADOS 2017**, content management system

PROFESSIONAL EXPERIENCE

FREELANCE TRANSLATOR/ SUB-EDITOR

Freelance (August 2015-present)

- Provide general translation, with a focus on art, fashion and travel
- Previous clients/ projects include:
 - **The Edit magazine, NET-A-PORTER**
 - **Museum of Asian Art, San Francisco** (translation of audioguide into Mandarin and Cantonese)
 - **The National Gallery of Art, Washington DC** (translation of visitors' guide)
 - **YOTEL** (translation of website content)
 - **Graff Diamonds** (translation of product descriptions)
- Translated and sub-edited content for the **Modus magazine, a RICS publication**
- Provide translation of academic records for the Straker platform
- Provide translation and transcription of compliance-related communications for Vertalers, a Netherlands-based company. Clients include major multi-national conglomerates.

FREELANCE CHINESE SUB-EDITOR, BA HIGH LIFE MAGAZINE

Cedar Communications, London (June 2015-July 2015)

- Translate, edit and proofread articles on a range of topics, from food to travel, for the Chinese edition of *BA High Life* – British Airway's inflight magazine
- Ensure that the company's house style is applied consistently
- Write engaging headlines, standfirsts and image captions
- Carry out thorough fact checks to ensure factual accuracy
- Liaise with designers to ensure correct layout and formatting

SENIOR SUB-EDITOR

Newsdesk Media, London (June 2014-June 2015)

- Write, sub-edit and proofread articles on a wide range of topics from finance and investment to tourism and sport security
- Ensure that the company's house style is applied consistently
- Write headlines, standfirsts and image captions
- Carry out thorough fact checks to ensure factual accuracy
- Research data and statistics
- Collate queries and feedback to be forwarded to editor or writer
- Liaise with external contacts to obtain permission to use research material
- Create and update project spreadsheets to keep track of project progress
- Notable clients and publication partners include:
 - National Development and Reform Commission, People's Republic of China
 - The African Union
 - World Islamic Economic Forum Foundation
 - G8/G20 Research Group, Munk School of Global Affairs, University of Toronto

SENIOR MANDARIN-SPEAKING PRODUCT EDITORIAL SUB-EDITOR

NET-A-PORTER Group, London (November 2013-June 2014)

MANDARIN-SPEAKING PRODUCT EDITORIAL SUB-EDITOR

NET-A-PORTER Group, London (May 2012-November 2013)

- Transcreate the NET-A-PORTER.COM website from English into Simplified Chinese, including navigation, site buttons, payment pages, help pages and creative editorial content
- Build and maintain strong relationships with translation agency and internal stakeholders
- Sub-edit translations of product pages completed by the translation agency to a high editorial standard, and to ensure accuracy as well as adherence to house style
- Manage multiple projects to ensure that deadlines are met
- Monitor and improve quality of translations; provide detailed feedback to the agency regularly
- Compile and maintain glossaries and localisation guides
- Recruit and train freelance sub-editors, ensuring that they achieve their required targets

- Create and manage content on Alfresco, a Content Management System (CMS)
- Give feedback on Weibo (Chinese social media platform) content

ACHIEVEMENTS

- I played a major part in the successful launch of the fully localised NET-A-PORTER website in Simplified Chinese, which resulted in significant increase in sales in the APAC region. The localised website has also been voted the 'Best Luxury Online Shopping Website in Chinese' by Bomoda, a highly influential and prestigious fashion website
- Working with the tech team, I helped make drastic improvements to the Chinese on-site search functionality, improving search results by up to 80%

MARKETING COPYWRITER

Christie's, London (November 2010–May 2012)

- Write a diverse range of marketing communication, including printed bulletins, E-Bulletins and promotional emails, for international sales locations and offices
- Liaise with colleagues within the department in the creative and account management teams, as well as colleagues in other international locations
- Proofread and edit copy to a high editorial standard
- Work under pressure and to strict weekly deadlines
- Research specialised, technical subject to ensure the accuracy of copy

ACHIEVEMENTS

- Created Chinese marketing content and provided in-house translation support for all locations across the globe, which improved quality and efficiency
- Contributed to successful auctions by providing assistance with telephone bidding and support

EDITORIAL ASSISTANT (INTERNSHIP)

Longtail Publishing, London (May 2010–October 2010)

- Translate and edit Chinese content
- Liaise with existing and prospective clients, government agencies, corporations and contributors
- Coordinate interviews and meetings
- Manage databases and generate contacts
- Write and proofread articles, reviews and letters
- Attend business meetings with the sales team

EDUCATION

2006–2009 **University of Cambridge (Girton College)**
BA (Hons) History of Art: 2.1

2003–2005 **Channing School**, Highgate, London
4 A Grade A-Levels, 1 A Grade AS Level