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1. Are you or have you been an in-house linguist or a freelancer? If you work or have worked in-house, what is/has been your exact title and a set of responsibilities?

Localization Content Manager, Xiaomi Localization Department (4 months):

Title: Localization Content Manager

Responsibilities:

Participated in the content development of Xiaomi’s terminology platform.

Created and refined bilingual (Chinese-English) terminology entries.

Managed a total of approximately 500 entries, ensuring accuracy and consistency.

Each terminology entry included definitions, example sentences, applicable contexts, and images, with content translation and localization averaging around 200-300 words per entry.

Completed approximately 30 pairs of Chinese-English terminology translations and reviews per week.

Contributed to authoring, translating, and localizing the style guide for Chinese-English terminology, covering roughly 6,000 words.

In-House Translator, World Youth Development Forum (2 months):

Title: In-House Translator

Responsibilities:

Assisted in maintaining a professional terminology database to ensure consistency and professionalism of translated content.

Translated conference documents, promotional materials, and official papers, including meeting agendas, brochures, and press releases.

Handled a total translation volume of approximately 30,000 words.

Worked an average of 24 hours per week.

Utilized Adobe Photoshop and Visio for desktop publishing tasks.

Research Assistant, Laboratory of Computational Linguistics, Peking University (3 months):

Title: Research Assistant

Responsibilities:

Translated and edited documents related to machine translation post-editing.

Translated content for PowerPoint presentations.

Reviewed and translated a total of approximately 50,000 words, with an average of 200 complex sentences per week.

Worked around 4 hours per day in an in-house setting.

2. How long have you worked on translation projects? How many projects have you normally completed per week, how much wordcount have you translated or reviewed, and/or how many hours have you spent doing linguistic work per week?

Xiaomi Localization Content Manager (4 months):

Duration: 4 months

Projects Completed Per Week: Approximately 30 pairs of Chinese-English terminology translations and reviews.

Word Count: Each terminology entry contained around 200-300 words, totaling roughly 6,000-9,000 words per week.

Hours Spent Per Week: Based on common in-house translator speeds, I worked around 40 hours per week, dedicating significant time to ensure high-quality translations and localizations.

In-House Translator, World Youth Development Forum (2 months):

Duration: 2 months

Projects Completed Per Week: Varied, but included multiple conference documents, promotional materials, and official papers.

Word Count: Translated approximately 30,000 words over the two-month period, averaging 3,750 words per week.

Hours Spent Per Week: Worked about 24 hours per week, balancing translation tasks with desktop publishing duties using Adobe Photoshop and Visio.

Research Assistant, Laboratory of Computational Linguistics, Peking University (3 months):

Duration: 3 months

Projects Completed Per Week: Focused on translating and editing documents related to machine translation post-editing.

Word Count: Reviewed and translated around 50,000 words over three months, which translates to approximately 4,167 words per week.

Hours Spent Per Week: Worked about 20 hours per week (4 hours per day), focusing on both translation and editing tasks.

小米的本地化内容管理部门，翻译、审校（4个月）

participated in the content development of Xiaomi's terminology platform, responsible for creating and refining bilingual (Chinese-English) terminology entries, managing a total of approximately 500 entries.每个术语条目的翻译与本地化工作包含对中英文的定义、例句、适用背景、图片等，每个条目下需要完善与翻译的内容约为200-300词，每周需要完成约30对中英术语的翻译与审校，同时最后两周参与到中英style guide的撰写与翻译中，平均每周工作的时间请你使用常见的in-house译者的翻译速度计算

Authored, translated, and localized the style guide for Chinese-English terminology, covering approximately 6,000 words in translation and localization tasks.

世界青年发展论坛，随队翻译（2个月）

Assisted in maintaining a professional terminology database to ensure the consistency and professionalism of translated content.

Responsible for translating conference documents, promotional materials, and official papers, including but not limited to meeting agendas, brochures, and press releases.

翻译内容总字数大概在30,000字左右，每周工作24小时

同时也使用 Adobe Photoshop 和 Visio 来进行桌面出版

Laboratory of Computational Linguistics, Peking University,

Research Assistant

文档翻译，机器翻译译后编辑，ppt展示内容翻译

审校与翻译内容总字数约50,000字（每周200句转折复句，每句大概20-30词左右，in-house工作了三个月，每天工作时间在4h左右

1. What industry verticals (e.g. automotive, manufacturing, etc.) and content types (e.g. software, documentation, etc.) have you normally worked on?

Internet, Technology and Consumer Electronics, International Development and Non-Profit, Academic and Research

1. Have you used any CAT or TMS tools? If yes, can you describe which ones and what you have used them for?
2. Phrase

Yes, I have used several CAT and TMS tools, and one of the main tools I utilized during my work at Baidu was Phrase. As an International Product Operations Manager at Baidu, my responsibilities included managing localization projects and overseeing translation quality. In handling these tasks, I used Phrase to streamline and enhance our processes.

In my work with Phrase, I addressed several specific challenges:

(1) Contextual Translation: Translating words or phrases without context can lead to inaccuracies. Phrase provided essential contextual information, ensuring that translations were both accurate and relevant.

(2) Locating Specific Words in Software: Identifying the exact location of specific words within the UI was crucial for precise localization. Phrase helped us pinpoint these locations, making it easier to align translations with the corresponding UI elements.

(3) UI Adaptation: Adapting the user interface to accommodate translated text, especially when English text is generally longer than Chinese, was a common issue. Phrase allowed us to preview translations within the design context, enabling us to make necessary adjustments before final implementation. This reduced rework and improved overall efficiency.

Additionally, Phrase facilitated our collaboration among different roles, including marketing, translation, design, R&D, and product management. Copywriters could directly design content within interactive prototypes created by designers, and both product managers and developers could see and participate in decision-making in real time. In my personal experience, I think Phrase’s integration with various software design and development tools, such as Figma for designers and GitHub for developers, further streamlined this collaborative process.

2. memoQ at the Laboratory of Computational Linguistics, Peking University

As a Research Assistant at the Laboratory of Computational Linguistics, Peking University, I extensively used memoQ to support our translation and linguistic research projects.

Translation Memory: memoQ’s robust TM feature allowed us to store and reuse previously translated segments, significantly improving translation consistency and speed. This was particularly useful for academic papers and research documents, where repetitive terminology and phrases are common.

Terminology Management: I leveraged memoQ’s terminology management system to create and maintain glossaries specific to our research domains. This ensured that specialized terms were consistently translated, which is crucial in the field of computational linguistics.

Collaborative Translation: memoQ’s collaboration features enabled multiple team members to work on the same project simultaneously. We could share term bases and project files which facilitated a more efficient and cohesive translation process.

Post-Editing Machine Translation (PEMT): Given our focus on computational linguistics, we often utilized memoQ to post-edit machine-translated texts. memoQ’s interface allowed us to easily compare machine translations with source texts and make necessary adjustments, thereby improving the overall quality of the translations.

Quality Assurance: Similar to WorldServer, which I used in my internship at Xiaomi and I will discuss it later in the next “localization management experience” part, memoQ also offers built-in QA tools. I used these tools to perform checks for consistency, terminology adherence, and other potential issues, ensuring that our translations were accurate and of high quality.

5.  If you were able to create a completely new CAT tool or TMS, what features/functionality would you add/remove? Please list three.

Creating a completely new CAT tool or TMS would be an exciting endeavor, as it would allow for the integration of innovative features and the elimination of existing pain points based on user feedback from various forums and tutorials. Here are three key features/functionality I would focus on:

1. Enhanced Collaboration and Real-Time Updates

Feature Addition:

1. Real-Time Collaboration: Similar to collaborative tools like Google Docs, the new CAT tool would enable real-time collaboration, allowing multiple translators and reviewers to work on the same document simultaneously. Changes would be visible in real-time, reducing the need for back-and-forth email exchanges and version control issues.

2. Integrated Communication Channels: Built-in chat and comment functionalities would facilitate immediate communication among team members. This would streamline the feedback process and ensure that questions and clarifications are addressed promptly.

Rationale:

Current Pain Points: Many existing CAT tools lack real-time collaboration features, which can lead to inefficiencies and miscommunications. Translators often have to rely on external communication platforms, which can be cumbersome and slow down the workflow.

User Feedback: Users frequently express frustration with the lack of integrated communication and real-time updates, as seen in various CAT tool forums and reviews.

2. Advanced AI-Powered Quality Assurance and Editing

Feature Addition:

1. AI-Powered Quality Assurance: Incorporate advanced AI algorithms to automatically detect and flag potential issues such as inconsistent terminology, contextual errors, and stylistic deviations. The AI could suggest corrections based on the context and previous translations.

2. Context-Aware Suggestions: The tool would provide context-aware translation suggestions that consider the entire document’s context, not just individual segments. This would improve the coherence and accuracy of the translations.

Rationale:

1. Current Pain Points: Traditional QA tools often rely on predefined rules and can miss context-specific errors. Users have noted that existing QA tools sometimes flag false positives or miss critical issues, leading to additional manual checks.

2. User Feedback: Translators and localization experts often request more intelligent QA tools that can understand context and provide more accurate suggestions, as seen in product reviews and feature wish lists on CAT tool forums.

3. Simplified and Intuitive User Interface

Feature Addition:

1. Customizable Dashboards: Allow users to customize their dashboards to display the most relevant information and tools for their specific needs. This could include project progress, pending tasks, terminology databases, and real-time collaboration status.

2. User-Friendly Design: Emphasize a clean, intuitive design that minimizes the learning curve for new users. Include drag-and-drop functionalities, easy navigation, and clear visual cues to enhance user experience.

Rationale:

1. Current Pain Points: Many CAT tools have complex interfaces that can be overwhelming for new users. The steep learning curve can hinder productivity and discourage adoption.

2. User Feedback: Simplified and more intuitive interfaces are a common request among users on CAT tool forums. Users often share their experiences with cumbersome interfaces and express a desire for a more user-friendly design.

1. Choose one thing that you have enjoyed the most, and one thing that has presented the biggest challenge to you when performing your job as a linguist. Explain why.

Enjoyed the Most: Cultural Adaptation and Contextual Nuances

Explanation:

One of the aspects I have enjoyed the most in my role as a linguist is the opportunity to delve into cultural adaptation and the nuanced contextualization of content. Linguistic work goes beyond mere word-for-word translation; it involves understanding the cultural context, idiomatic expressions, and regional peculiarities that make a language unique.

Cultural Insights: Every project offers a chance to learn something new about different cultures. Whether it’s localizing marketing content to resonate with a specific audience or translating literature that captures the essence of a culture, the process is intellectually stimulating and deeply rewarding.

Creative Problem Solving: Adapting content to fit cultural contexts often requires creative thinking. For example, translating humor, puns, or culturally specific references can be challenging but is immensely satisfying when done correctly. It involves finding equivalent expressions or creating new ones that evoke the same response in the target audience.

Impact: Knowing that my work helps bridge cultural gaps and make content accessible to a wider audience is incredibly fulfilling. It underscores the importance of my role in facilitating cross-cultural communication and understanding.

Biggest Challenge: Maintaining Consistency Across Large Projects

Explanation:

The biggest challenge I have encountered in my role as a linguist is maintaining consistency across large-scale projects, especially when multiple translators are involved or when the project spans several months.

Consistency in Terminology: Ensuring that terminology is consistently applied throughout a large document or across multiple documents can be daunting. Even with the use of terminology databases and translation memories, discrepancies can occur, particularly when new terms are introduced midway through a project.

Coordination Among Team Members: Large projects often require collaboration among several translators. Coordinating efforts to ensure everyone is on the same page can be challenging. Differences in individual styles, interpretations, and workflows can lead to inconsistencies.

Quality Assurance: Performing thorough quality assurance checks on large volumes of text is time-consuming and requires meticulous attention to detail. Automated QA tools help, but manual review is still essential to catch subtle errors that machines might miss.

Why These Aspects Matter:

Enjoyment in Cultural Adaptation: This aspect of the job keeps it engaging and dynamic. It allows me to utilize both my linguistic skills and cultural knowledge, making each project unique and interesting.

Challenge in Consistency: Addressing this challenge is crucial for maintaining the quality and reliability of translations. Inconsistent terminology or style can undermine the credibility of the translated content and affect the end user’s experience.

By understanding and addressing these elements, I can continuously improve my skills and contribute more effectively to my projects. Whether it’s the joy of cultural adaptation or the challenge of maintaining consistency, these experiences shape my professional growth and highlight the multifaceted nature of linguistic work.

**If you have predominantly localization project management or localization management experience - please apply the questions below to current or previous localization role/s:**

1. What is (or have been) your exact title/s and sets of responsibilities?
2. Xiaomi：Utilized RWS WorldServer for project management, coordinating multiple localization projects by tracking progress and allocating resources, ensuring timely delivery and adherence to quality standards. Managed task assignments, monitored project timelines, and resolved issues through the RWS platform, maintaining effective communication with team members and external vendors to ensure smooth project execution. Also participated in the content development of Xiaomi's terminology platform,
3. Baidu：Internationalization Design: Supported the internationalization requirements for commercial promotional activities in over 10 languages. Led the creation of culturally relevant copywriting and UI adaptations, proposing product improvements aligned with the usage habits of overseas users. Ensured that the product rollout strategy was highly consistent with target markets. Configured push notifications and crafted messages to enhance user engagement. Optimized and adjusted multilingual components for various campaigns, resulting in significant improvements in third-party language ratings and click-through rates.

Localization Management: Collaborated with multilingual vendors to ensure professional translation and localization. Provided product insights from a localization perspective for development and design teams. Managed translation quality, including source content review, multilingual quality assurance, progress management, copywriting positioning, and updates. Handled over 10,000 words of localization needs monthly on average.

2. How long have you worked on localization projects and in what capacity? How many projects have you normally worked on per week?

在小米的3个月实习过程中主要负责术语库的内容构建这一个项目

在百度每个月都有1-2个新的本地化项目，Supported the internationalization requirements for commercial promotional activities in over 10 languages. Handled over 10,000 words of localization needs monthly on average.

3. What industry verticals (e.g. automotive, manufacturing, etc.) and content types (e.g. software, documentation, etc.) have you normally worked on?

1. Have you used any tools in your localization role? If yes, can you describe which ones and what you have used them for?

1. WorldServer at Xiaomi

During my tenure at Xiaomi, I extensively used WorldServer, a leading Translation Management System, to manage and execute translation projects. WorldServer is known for its robust features that streamline the localization process and ensure consistency and quality across multiple languages and regions.

Project Management: WorldServer allowed me to create, manage, and track multiple translation projects simultaneously. I could assign tasks to different team members, set deadlines, and monitor progress in real-time. The system’s dashboard provided a comprehensive overview of all ongoing projects, enabling me to prioritize tasks effectively.

Terminology Management: I utilized WorldServer’s integrated terminology management feature to maintain and update our bilingual terminology database. This ensured that all translations adhered to Xiaomi’s specific terminology guidelines and standards. The terminology database was easily accessible to all translators, which helped maintain consistency across different projects.

Workflow Automation: The tool’s workflow automation capabilities enabled me to define and automate complex workflows, reducing manual effort and increasing efficiency. For instance, I could automate the process of sending completed translations for review and approval, as well as notifying team members of upcoming deadlines.

Quality Assurance: WorldServer’s built-in quality assurance tools helped me perform checks for consistency, terminology adherence, and linguistic accuracy. This ensured that the translated content met Xiaomi’s high-quality standards before final delivery. The QA tools could automatically flag potential issues, such as untranslated segments or terminology mismatches, which streamlined the review process.

Collaboration: The platform facilitated seamless collaboration among translators, reviewers, and project managers by providing a centralized workspace where all stakeholders could access project files, leave comments, and track changes. This collaborative environment was crucial for maintaining high standards and ensuring that feedback was promptly addressed.

2.Baidu

除了在上面一个关于cat tool 的叙述中我所提到的phrase, 我们在为商业化和产品出海提供解决方案时还使用了一些自研的术语平台、国际化解决方案管理平台以及翻译项目管理平台等，这些平台我入职后也一直在使用，并且在和研发端合作不断的对其进行修改，比如用到的国际化解决方案管理平台，其用途主要是根据用户不同的需求，将代翻译文本从代码框架中抽离（支持的代码框架如Vue, ios, android, web端, wap端等）、自动化翻译任务，协调开发人员和翻译供应商之间的文本信息更新等（这一点可以按你的理解对照相关的你能够检索到的相关软件进行描述，尽可能深入至细节）

Handled over 10,000 words of localization needs monthly on average.

lark（字节的一款办公管理软件，在参加As a Research Assistant at the Laboratory of Computational Linguistics, Peking University时有使用过他来管理项目进度，云文档和云表格等内容，再加上一些你能检索到的跟我参加的这个项目相关的能使用的一些功能，它不是专门用来进行本地化项目管理软件，但是是现在中国的许多互联网大厂都在用的一个办公管理软件，其中一些共享表格、gantt chart等内容都非常好用的）

除此之外，在完成学校的一些本地化实践项目时使用过的Trados, MemoQ,还有一些online cat tools 比如smartcat, yicat)等，然后在这里列举一些你能找到的online cat tools或本地化项目管理软件的好处，比如实时的文件更新，实时评论等（简述即可）

5. If you were able to create a completely new tool used for localization, what features/functionality would you add/remove? Please list three.

6. Choose one thing that you have enjoyed the most, and one thing that has presented the biggest challenge to you when performing your job as a localizer. Explain why.

很享受这种做本地化管理时协调各方势力共同解决问题的感觉