JUEJUE MU

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EXPERIENCE

Machine Translation (MT) Program Coordinator
MT Operations, Welocalize

📅 June 2022 – Present   📍 New York, NY, US

- Manage end-to-end MT suitability evaluations, ensuring projects are delivered on time and meet quality standards
- Collaborate cross-functionally with NLP & localization engineers, production teams, quality assurance, and talent teams to optimize MT workflows
- Conduct in-depth analysis of MT operations data and evaluation results, generating actionable insights and customer-facing reports
- Oversee engine performance tracking and financial monitoring to ensure cost-effective MT implementation
- Contribute to MT strategy development for localization accounts

Simplified Chinese Localization Translator (Part-time)
Duolingo

📅 May 2022 – May 2023   📍 Remote

- Localized UI strings and marketing contents from enUS into zhCN

Localization Project Manager
Life Sciences Team, RWS

📅 Jul 2020 – Mar 2022   📍 Monterey, CA (Remote), US

- Managed translation projects from project setup, coordination, delivery, to post-project maintenance
- Monitored the quality, schedule and budget of translation projects
- Acted as the primary liaison between clients, vendors, and internal teams to facilitate smooth communication and project alignment

Technical Writer Intern
DPDK WeChat Team, Intel

📅 Feb 2019 – Aug 2019   📍 Shanghai, China

- Translated technical documents, engineers' articles, news of department events, and the book Understanding Hyperscan from enUS into zhCN and from zhCN into enUS
- Communicated with editors from Intel Developer Zone in the US, and edited articles from DPDK Intel Shanghai on their website

VOLUNTEER ACTIVITIES

English Teacher (Volunteer)
AIESEC "We Are Young" International English Winter Camp

📅 Feb 2016 – Mar 2016   📍 Fujian, China

AIESEC "Global Community Development Program"

📅 Jun 2015 – Aug 2015   📍 Perm, Russian

EDUCATION

M.A. in Translation and Localization Management (Advanced Entry)
Middlebury Institute of International Studies at Monterey

📅 2019 – 2020   📍 Monterey, CA, US

M.A. in English Language and Literature
Shanghai International Studies University

📅 2017 – 2021   📍 Shanghai, China

B.A. in English
China Agricultural University

📅 2013 – 2017   📍 Beijing, China

ADDITIONAL TRAINING

Computer Information Science Program
Harrisburg University

📅 Aug 2023 – Present   📍 Online

LSA Linguistics Summer Institute
Linguistic Society of America & UMASS

📅 Jul 2023   📍 Amherst, MA, US

Data Curation for Interactive Visualization (Distinction)
Imperial College London Summer School

📅 Aug 2022   📍 Online

SKILLS & LANGUAGES

XTM   Phrase   Trados   memoQ

Praat   AntConc   Label Studio

Microsoft Power BI   Wordpress
Adobe Indesign   Figma   Jira

Python   JavaScript   html   CSS
SQL   Jupyter Notebook   Pandas

Chinese (native)   English (advanced)
Japanese (intermediate)   Korean (basic)