

# Anabella Tupaj

Bridging the gap between China and America

anabellatupaj@gmail.com

New York, New York

## Experience

### **Librarian Intern** CHARLOTTE HOBBS MEMORIAL LIBRARY

Jun 2017 – Aug 2017 Lovell, Maine

- Performed clerical duties such as answering phones, filing, processing new materials, and mailing out materials
- Managed social media accounts
- Promoted and organized events
- Taught senior citizens how to use new technology
- Created a short documentary film about the importance of the library

### **Translation Review Specialist and Administration Intern - Language Access Unit**

New York City Department of Transportation

Oct 2015 – Aug 2016 Greater New York City Area

- Provided professional translations and conducted linguistic reviews of transportation flyers, meeting notices, PowerPoint presentations, brochures, and online content for Limited English Proficient (LEP) customers
- Managed and tracked translation progress and deadlines
- Developed a Chinese language glossary
- Updated and organized translated documents into the Language Access Database
- Translated NYC DOT's sidewalk maintenance video
- Produced and narrated a "how-to" film about submitting documents for translation

## Education

### **Hunter College**

Bachelor of Arts - BA, Chinese Language and Literature; Women and Gender Studies  
2012 – 2017

Activities: Chinese Language Flagship Program

### **Beijing Union University**

Mandarin Chinese

### **National Taiwan University**

Mandarin Chinese

## Skills

Translation, Interpreting, Customer Service, Final Cut Pro, Microsoft Office, Adobe Premiere Pro, After Effects, public, Video Production, Microsoft Excel, Microsoft PowerPoint

## Languages

Chinese (Simplified) - Full professional