



Travis Hu (胡春阳)

HR Specialist / Freelance Translator



Download in PDF

About Me

- B.A. in English, TEM-8 Certificated, English can be used as working language
- A Detail-oriented HR Specialist in an offshore engineering enterprise
- Have ability to handle various human resource affairs for foreign employees
- Proficient with OA Collaborative Office Platform and HR Management System
- Can deal with various computer problems in Windows and macOS
- A geek curious about new things: currently studying Programming and Language
- Love animals, languages, pop music, movies, technologies, softwares and apps

Objective

- Seeking a position where I can maximize my 3 years of Human Resourcing experience and English skills.
- Salary Expectation: CNY 7K NET per month
- Notice Period: 30 days' notice

Working Experience

HR Specialist - Penglai Jutal Offshore Engineering Heavy Industries Co., Ltd. (June 2016 - Present)

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks

Marketing Specialist (Intern) - Yantai Yunfan Network Technology Co., Ltd. (June 2015 - May 2016)

- Developing marketing strategies for projects, including company websites and social media
- Working closely with the sales team on program development and implementation
- Creating and executing lead generation programs
- Analyzing data to determine campaign efficiency
- Ensuring creative marketing materials undergo regular review and adhere to brand guidelines
- Developing and communicating marketing plans, campaign results and project recommendations to senior management team

English < > Chinese Translator - Crowdin (2012 - Present)

- Converting app, text and audio recordings from one language to one or more others
- Translating subtitles for movies, video clips and presentations using Aegisub
- Using SDL Trados Studio to establish own corpus to make sure quality and style of translation
- Proofreading translated texts for grammar, spelling and punctuation accuracy
- Following up with internal team members and clients to ensure translation meets their needs

Latest Projects

PJOE M158 Arctic 2 Project

Novatek-Technip Arctic 2 LNG, June 2019 - Mid 2022

Chinese yards have concluded commercial deals with lead contractor TechnipFMC for the engineering, procurement and construction of modules for Russian independent Novatek's Arctic LNG 2 project in West Siberia. The deals commit five yards in China to build about two dozen modules weighing close to 250,000 tons in total for two trains of the mega-LNG project. Penglai Jutal Offshore Engineering has been contracted to build processing, compression and power generation modules weighing 64,000 tons.

Male, Single

April 4, 1992

Penglai, Shandong

Rizhao, Shandong, China (Native Chinese)

(+86) 178 5351 8967

PJOE@live.cn

http://zhen.re

Skills

I'm good at various computer softwares for both office use and hobbies.

Microsoft Office 2016 Expert

Adobe Acrobat Pro Expert

Adobe Photoshop CC Expert

Aegisub Expert

Sony Vegas Pro Professional

Adobe After Effects Professional

SDL Trados Studio Professional

memoQ Professional

More on LinkedIn

Testimonials

Travis is an excellent teammate and he is passionate about what he does. Apart from his professional human resourcing skills, he also has a good talent in computer, English and training. You can totally count on him.

Yao Hui
HR Supervisor, PJOE

As a marketing specialist, Travis was employed in our office from 2015 - 2016. Throughout his time with Yunfan, he demonstrated critical skills that would make him an excellent employee at your company. Travis would be an asset to any employer, and I wholeheartedly recommend him for any endeavor he chooses to pursue.

PJOE M135 Yosemite Project

Exxon Mobil-GCGV Olefins Facility, July 2018 - Mid 2021

SABIC and ExxonMobil have created a joint venture called Gulf Coast Growth Ventures, LLC to advance construction of a proposed plastics manufacturing facility in San Patricio County, Texas. The abundance of low cost U.S. natural gas provides a unique opportunity to build this multi-billion dollar facility. ExxonMobil and SABIC bring unmatched expertise to this project, having worked together in petrochemical ventures for more than 35 years.

There are three specialists responsible for the recruitment in these two projects. I'm in charge of the recruitment of all types of labors except workers.

Current status are listed below:

Category	M135 Personnel Hired	M135 Status	M158 Personnel Hired	M158 Status
Key Personnels	8	Completed	10+	Ongoing
Expats	11	Completed	7	Ongoing
Senior Engineers	30+	Completed	0	TBA
Graduates	90	Completed	0	TBA
Engineers	500+	Ongoing	0	TBA
Workers	1000+	Ongoing	0	TBA

PJOE CAMPUS RECRUITING PROJECT

Three Times of Successful Completion, 2016 - 2019

Campus recruitment plays vital role in an organization. PJOE understands the competition for young talent is only going to get more intense. Apart from pumping new bloods in, PJOE also gets benefits by creating a talent pipeline (and improving retention) and building long-term brand awareness.

Since the establishment of PJOE, campus recruitment has been regarded as the main source to supplement technical engineers. I am honored to be in charge of the project in 2017, 2018 and 2019. My responsibilities include:

- Identifying hiring needs
- Finding the target schools
- Establishing and maintaining school relationships
- Organizing calendars and resources
- Implementing promo fairs on-campus
- Making the offer and onboard
- Maintaining graduate relationships

We have successfully finished campus recruitment 3 times and employed over 200 grads in total.

Lyrics, Movie, Article and TV Series Translation

Freelance Translator, 2012 - Now

As one of my hobbies, translation is my first thing after office. Now I am a member of the following organizations/projects:

- Musixmatch Lyrics Translation
- YYeTs (人人影视) Subtitle Translation
- Yeeyan.org (译言) Gutenberg Project Member
- Bilibili (哔哩哔哩) Freelance MV Translation
- Boy Bruynzeel's Video Yearmix Subtitle Translation (2012-2018)

Xie Lichao

CEO, Yantai Yunfan

[More on LinkedIn](#)

Education

Ludong University

English Translation (2012-2016)
Bachelor's Degree

Wulian #3 Middle School

Junior High (2005-2008)
Senior High (2008-2011)

Languages

Mandarin: Native Speaker

★★★★★

English: Professional Proficiency

★★★★★

French: Reading/Writing, Basic Listening

★★


Certificates

 Test for English Majors, TEM-4

 Test for English Majors, TEM-8

 Putonghua Proficiency Test Level 2-A

 Business English Trainer (PJOE Internal)

 Excellent Trainer (TTT) (PJOE External)

 Excellent Talent Introduction Award of 2018

 Excellent Talent Introduction Award of 2017