

ZHENGYAN DAI
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EDUCATION

UNIVERSITY OF FLORIDA – Hough Graduate School of Business Gainesville, FL
Master of Business Administration May 2008

SHANGHAI UNIVERSITY Shanghai, P.R.CHINA
Bachelor of Arts in International Chinese June 2004

EXPERIENCE

Language Project Manager October 2006 - July 2007
Translation.com New York, NY

- Led several multi-lingual projects for major clients such as FedEx, Nortel and Teradyne
- Recognized for achieving above average project profitability
- Reduced translation costs 25% by acquiring high quality vendors at lower costs
- Received the BLOCK award for outstanding performance
- Managed quality control for different industry groups

Assistant to Director March 2003 - Present
Cheetah Medial Ltd. Ra'anana , Israel

- Responsible for locating alternative suppliers in China
- Established and managed long term relationship with suppliers
- Reduced production costs 20% by negotiating new contracts

Assistant to Manager March 2004 - February 2005
ITH Ltd. Shanghai, China

- Participated in establishing the representative office in Shanghai
- Conducted market research to identify potential customers
- Translated technical material and interpreted for the Director/Manager and Engineers

Chinese Instructor January 2006 - June 2006
Berlitz Ra'anana, Israel

- Taught Chinese to non-Chinese speaking adult students

SKILLS

Computer: Microsoft Office, familiar with HTML

Language: Fluent in English and Chinese, can communicate in Hebrew