

Internship Report

1. Introduction:

1.1 Brief background information about the internship organization

Established in October 2015, Ningbo Bonded Area BAER International Trade Co., LTD. provide professional services such as the development and introduction of international brands of pet products, tailor-made services with comprehensive solutions for the entire supply chain of import and export and e-commerce promotion of pet products brands, etc.

1.2 Description of the role or tasks assigned during the internship

As a translator in the company, I was required to assist my colleagues to ensure smooth communication with foreign clients, and translate the business documents. When necessary, I also need to participate as an interpreter in both online and offline meetings. When foreign clients come to visit, I'm supposed to serve as an accompanying translator and part-time tour guide

2. Time Allocation:

My internship period is from January 8th to April 14th, 2025, totaling 70 days with an average daily working time of approximately 8 hours, from 8:30 to 17:30. The following table indicates my detailed job contents during the internship.

DATE	TIME	JOB CONTENT
Jan.7th	8:30-18:26	Translate emails, products introduction on the official website of Beaphar and an exclusive agreement.
Jan.8th	8:30-17:30	Translate emails, products introduction on the official website of Beaphar.
Jan.9th	8:30-17:30	Translate emails, products introduction on the official website of Beaphar and promotional brochure of Beaphar. Attend the staff meeting.
Jan.10th	8:30-17:30	Translate emails, products introduction on the official website of Beaphar and promotional brochure.
Jan.11th	22:00-22:30	Translate emails.
Jan.13th	8:30-17:30	Translate emails, products introduction on the official

		website of Beaphar.
Jan.14th	8:30-17:30	Translate emails, products introduction on the official website of Beaphar.
Jan.15th	8:30-17:30	Translate emails, products introduction on the official website of Beaphar.
Jan.16th	8:30-17:30	Translate emails, products introduction on the official website of Beaphar.
Jan.17th	8:30-17:30	Translate emails, products introduction on the official website of Beaphar and the Power Of Attorney of nuevo brand.
Jan.20th	8:30-17:30	Translate emails. Browse the official websites to find introductions of nuevo brand and landguth factory, then translate the information for making the promotional brochures.
Jan.21st	8:30-17:30	Translate a manufacturing& testing contract and a distribution contract. Translate emails.
Jan.22nd	8:30-17:30	Translate emails.
Jan.23rd	8:30-17:30	Translate emails.
Jan.24th	8:30-17:30	Translate emails. Attend the staff meeting. Translate a promotional brochure.
Jan.26th	8:30-17:30	Translate emails. Translate a promotional brochure.
Jan.27th	8:30-17:30	Translate emails. Translate a promotional brochure.
Jan.28th	13:30-15:30	Translate emails and product formulas.
Feb.5th	8:30-17:30	Translate emails.
Feb.6th	8:30-17:30	Translate emails.
Feb.7th	8:30-17:30	Translate emails.
Feb.8th	8:30-17:30	Translate emails. Translate the Class 31 category of the Import registration certificate.
Feb.10th	8:30-17:30	Translate emails.

Feb.11th	8:30-19:00	Translate emails.Had a video meeting.Contact a new Polish factory and strive for cooperation.
Feb.12th	8:30-17:30	Translate emails.Translate <i>Feed Label Consulting Report</i>
Feb.13th	8:30-17:30	Translate emails and price list.
Feb.14th	8:30-17:30	Translate emails.Attend the staff meeting.
Feb.17th	8:30-17:30	Translate emails and promotional brochures.
Feb.18th	8:30-17:30	Translate emails and promotional brochures.
Feb.19th	8:30-18:00	Translate emails and product formulas. Had a video meeting.
Feb.20th	8:30-17:30	Translate emails. Write meeting minutes.
Feb.21st	8:30-17:30	Translate emails and product formulas.
Feb.24th	8:30-17:30	Translate emails and product formulas.
Feb.25th	8:30-17:30	Translate emails and product formulas.
Feb.26th	8:30-17:30	Translate emails and a Supplier Contract.
Feb.27th	8:30-17:30	Translate emails and product labels.
Feb.28th	8:30-17:30	Translate emails.
Mar.3rd	8:30-17:30	Translate emails and product lists.
Mar.4th	8:30-17:30	Translate emails, product formulas and ingredient instructions.
Mar.5th	8:30-17:30	Translate emails.
Mar.6th	8:30-17:30	Translate emails.
Mar.7th	8:30-17:30	Translate emails.
Mar.10th	8:30-17:30	Translate emails.
Mar.11th	8:30-17:30	Translate emails and exclusive contract.
Mar.12th	8:30-17:30	Translate emails.
Mar.13th	8:30-17:30	Translate emails.
Mar.14th	8:30-17:30	Translate emails and speech scripts.

Mar.15th	13:00-17:30,22:00-00:50 (3.16)	Translate speech scripts. Pick up Serbia clients.
Mar.16th	9:40-17:30	Accompany Serbian clients on a tour in Ningbo and act as the interpreter for them.
Mar.17th	8:30-17:30	Participated in the cooperation meeting with Serbian clients regarding business engagement, and attended the contract signing ceremony for contract workers in the afternoon. I was present throughout the event as the sole interpreter.
Mar.18th	8:20-21:10	Send the Serbian client to Shanghai and buy something for the boss.
Mar.19th	8:30-17:30	Translate emails. Attend the work summary meeting.
Mar.20th	8:30-17:30	Translate emails.
Mar.21st	8:30-17:30	Translate emails.
Mar.24th	8:30-17:30	Translate emails.
Mar.25th	8:30-17:30	Translate emails.Sort out the product list
Mar.26th	8:30-17:30	Translate emails.
Mar.27th	8:30-17:30	Translate emails.
Mar.28th	8:30-17:30	Translate emails.
Mar.31st	8:30-17:30	Translate emails.
Apr.1st	8:30-17:30	Translate emails.
Apr.2nd	8:30-17:30	Translate emails.
Apr.3rd	8:30-17:30	Translate emails and a purchase report.
Apr.7th	8:30-17:30	Translate emails.
Apr.8th	8:30-17:30	Translate emails and ingredient analyse reports.
Apr.9th	8:30-17:30	Translate emails.
Apr.10th	8:30-18:10	Translate emails. Had a video meeting with Serbia client.
Apr.11th	8:30-18:00	Translate emails.
Apr.14th	8:30-18:00	Translate emails.

3. Duties and Responsibilities:

3.1 Detailed account of the work performed during the internship

① Translate the emails exchanged with foreign clients to assist colleagues in smooth communication with the clients.

② Translate the information from foreign factories' official websites and the product materials provided by the factories into Chinese for the company to produce promotional brochures.

③ Translate important documents such as cooperation contracts and authorization letters with foreign factories.

④ Serve as an interpreter during online and offline meetings with foreign clients.

⑤ Receive visiting foreign clients and accompany them as an interpreter and a part-time guide.

3.2 Specific projects or assignments undertaken

① On February 19th, 2025, I participated in a video conference with Serbian clients for the first time. In order to do a good job in consecutive interpretation, I asked the CEO about the general content of the meeting in advance and prepared some professional vocabulary. For example, "Registration information for facilities which produce pet food for exportation to China" (输华宠物食品名单), "List of Products and Registered Enterprises in Countries (Regions) Allowed to Import Feed Additives and Premixes" (饲料添加剂和预混合名单).

② On March 15th, 2025, the Serbian clients arrived in Ningbo. I picked them up at Lishe International Airport and assisted them to check in at the hotel. On March 16th, I accompanied the clients to visit downtown Ningbo and its surrounding areas. We went to Dongqian Lake, Tianyige Library and Gulou, which enabled the Serbian guests to learn about some of the cultural heritages of Ningbo. On March 17th, I served as a consecutive interpreter in the morning to participate in the meeting where the clients discussed the formula. In the afternoon, I participated in an exclusive operation authorization ceremony and prepared bilingual (Chinese and English) speech manuscripts for the guests in attendance in advance. On March 18th, I sent the three Serbian guests to Shanghai and thus completed my accompanying task.

3.3 Challenges faced and how they were addressed

① At the beginning of my internship, I wasn't used to the team work mode. In school, teachers would usually ask us to introduce ourselves and tell us what tasks we should complete at each stage. However, at work, I needed to learn all by myself. Therefore, I forced myself to start conversations with others, listen to their needs and opinions, and clearly express my own understanding and questions about the translation content when necessary.

② There were often situations at work where a large amount of content that needed to be translated was suddenly sent right before getting off work. At first, I couldn't handle urgent tasks very well and always had to work overtime. But later I found that the most important thing before starting translation was to confirm with the leader about the urgency of the task and the requirements for the translation quality. Now I'm able to formulate a work plan according to the task volume and time requirements and deliver the work on time while ensuring the quality.

③ In translation work, it's inevitable to encounter all kinds of thorny problems. For example, there are many professional terms in the pet food industry. If translated literally word by word, mistakes will occur. For instance, "complete food" refers to "全营养食品", and "铝盒包装"

should be translated as “alutray” instead of directly translating it as “Aluminum box packaging”. So I made full use of various resources. On the one hand, I kept consulting professional materials; on the other hand, I used artificial intelligence tools for assistance, taking advantage of their powerful language knowledge reserves and analysis functions to help with understanding and translation.

4. Outcomes and Evaluation:

During the process of handling various business documents and participating in the interpreting of business meetings, I came across a large number of professional vocabulary covering multiple aspects such as finance, trade, marketing, and law. Meanwhile, since the clients we targeted were manufacturers in the veterinary field, I also learned many expressions for medical ingredients. In particular, I understood that when translating ingredients, it is necessary to use the Latin names instead of simple English ones. For example, "白柳" should be translated as "salix abla" rather than "white willow".

Through practice, I have gained a deeper understanding of the translation skills I learned at school. I have not only honed my ability to adjust the word order reasonably so that the translation can better conform to the expression habits of the target language, but also become clear about when it is necessary to add appropriate words to make the translation clear and when to omit words to avoid redundancy in the translation.

The greatest harvest I gained from this internship is the growth of my experience in interpretation. After numerous practical exercises, I've learned to quickly identify the key information by focusing on clues such as logical connective words in the speech, repeatedly emphasized words, and changes in the speaker's tone and intonation, thus getting well-prepared for accurate interpretation.

Meanwhile, I also discovered that language, as a tool for communication, doesn't necessarily have to be a hundred percent equivalent in practical application. During meetings, if I encounter professional terms that I cannot react immediately, like “palatability” (适口性), translating it as "taste" won't affect the mutual understanding between both sides. Translation in meetings attaches more importance to being smooth and efficient. Looking up and translating word by word will, instead, slow down the process.

Through this internship, I not only improved my translation skills but, more importantly, gained valuable social experience. The internship institution where I worked had numerous foreign clients, which provided a lot of practical opportunities. However, due to the current operating situation of the company, I didn't receive the salary that I deserved during my internship period. This is also a kind of social experience. In the future, when looking for a job, I need to learn from this lesson and ask about salary issues in advance during the interview.

Regarding this internship, I think I did a fairly good job overall but I should have communicated more with my colleagues at work to cultivate my communication skills. I also should also have

paid more attention to the investigation of the company's operation situation, especially the salary payment situation, so as to avoid the situation of “working for free” in future jobs.

5. Conclusion and Reflection:

Through the personal experience during the internship, I have gained a more intuitive and in-depth understanding of the profession of translation. I've become clear about my own strengths and weaknesses, and also realized that if I truly want to become a professional translator, I need to keep learning, improve my language proficiency and learn to master new tools.

What's more, this internship made me understand that I can not only seek employment within my major by the language proficiency but also use it as a tool to engage in foreign trade, finance and other industries, and there are more job opportunities in these industries than in translation alone.

Appendices:

实习证明

兹有厦门城市大学学校陈梓洋同学于2025年1月8日至2025年4月14日在我公司客服中心部门实习。该学生实习期间工作认真积极，表现突出，能够将学校所学的知识灵活应用到工作中，保质保量完成工作任务。同时，该学生严格遵守我公司的各项规章制度，服从安排，较好地完成了各项工作任务，尊敬实习单位人员，并能与公司同事和睦相处，我公司对该学生的表现予以肯定，现已结束。

特此证明。

实习单位：
(实习单位盖章)

2025年4月17日





姓名：方绎聃

部门：客户服务中心

岗位：翻译

编制：八二国贸

岗位职责：

- 1、负责翻译的相关工作；
- 2、协助做好客户服务中心夏莹工作中涉及英文的工作内容及跟单工作助理；
- 3、负责工作中与外商的电话会议翻译工作；
- 4、完成领导交付的其他工作任务。







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- 02 成犬鸡肉&蔬菜配方
配方主要成分：60%鸡肉，4%土豆，2%胡萝卜，2%绿豌豆，1%苜蓿粉
- 03 成犬鸡肉&火鸡肉配方
配方主要成分：55%鸡肉，25%火鸡肉，1%矿物质
- 04 成犬火鸡肉配方
配方主要成分：70%火鸡肉，1%矿物质，0.1%三文鱼油
- 05 成犬鸡肉&三文鱼配方
配方主要成分：60%鸡肉，10%三文鱼，1%矿物质
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配方主要成分：40%鸡肉，2%胡萝卜，1%苜蓿粉
- 04 成猫火鸡肉配方
配方主要成分：70%火鸡肉，1%矿物质，0.1%三文鱼油
- 05 成猫鸡肉&火鸡肉配方
配方主要成分：35%鸡肉，35%火鸡肉，1%矿物质
- 06 成猫鸡肉&三文鱼配方
配方主要成分：35%鸡肉，20%三文鱼，1%矿物质
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罐装	200g	20000	6x200g, 每托盘1950个
	400g	10000	6x400g, 每托盘1050个
铝制餐盒	85g	6000	12x85g, 每托盘12500个
餐包	85g	6000	16x85g, 每托盘1728个

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Product Information

产品信息

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品名: 优立乐可口清牙科棒

Product Name: Yulile Delightful Dental Stick for Pets

规格: 175g/500g 两种规格

Specifications: Available in two sizes, 175g and 500g

保质期: 24个月

Shelf Life: 24 months

原料组成:

木薯淀粉、大豆、鸡水解粉、鸡肝粉、椰子油、姜黄

Base Ingredients: Cassava starch, soybeans,

添加剂组成: hydrolyzed chicken powder, chicken liver powder

coconut oil, turmeric

丙三醇、轻质碳酸钙、木瓜蛋白酶、丙酸钠、菠萝蛋白酶、维生素E

Additives: Glycerol, light calcium

碳酸盐, papain, sodium

propionate, bromelain, vitamin E

粗蛋白质 ≥ 10.0% 粗脂肪 ≥ 2.0% 粗纤维 ≤ 2.0%

水分 ≤ 20.0% Crude protein ≥ 10.0%

Crude fat ≥ 2.0%

Crude fiber ≤ 2.0%

Moisture ≤ 20.0%

注意事项:

因为产品天然, 不含任何化学防腐剂, 开封使用后,

一定要及时密封避光保存

Precautions

Since the product is natural and contains no chemical preservatives, after opening, it must be promptly sealed and stored away from light.