**Ding Lu**

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Yingxiongshan Rd 54#, Email: luding87@hotmail.com

Jinan, Shandong

**Education**

2011-2012 **Durham University, UK**

MA in Translation Studies

*Developed excellent written and oral communication skills; research, report and presentation skills; time management and team work skills; professional translation skills with TM software Déjà Vu, MemoQ and Trados Studio 2011. Achieved Trados 2009 (level 1) certificate for translators.*

2006-2010 **Shandong University of Finance and Economics, China**

Dual BA Degree in English and Finance

*Awarded National Aspiration Scholarship in 2009 and* *the* *1st Scholarship for University Excellent Student in several academic years. Achieved TEM-8 certificate.*

**Work Experience:**

**2012 Oct. – 2013 Dec. Beijing Jiazhong Global Investment Consultation Ltd.**

*Assistant to President/Translator/Interpreter/ Several programs interview trainer*

* *Developed time-management skill and highly respect the deadline made by the my team members; gained strong teamwork skill*
* *Enhanced professional translation skill (monthly average translation volume: 140,000 words)*
* *Developed strong interpretation skill by interpreting in immigration mock interviews and internal conferences*
* *Gained valuable communication skill by providing language training for the applicants of several immigration programs and maintaining contacts with the clients*

**2012 June-July Work placement in Durham Translators Limited**

*Market researcher and database specialist*

* *Developed market research skills by researching on the competitors’ websites, compiling database and analysing survey results*
* *Gained basic knowledge of website maintenance and management*
* *Enhanced teamwork skill by re-designing the website through discussion with other team members*

**2010-2011**  **Volunteer, in a one-year social therapy program for disabled people in Germany (Organisation: Friends of Waldorf Education)**

*Assisted teaching and training in the Job Training Centre in the community; assisted in the household management; responsible for a young disabled lady of her daily routine.*

* Developed quick adaption skills for cross-culture communication and cooperation
* Developed interpersonal, teamwork and adults training skills by working in the household management team and Job Training Centre for disabled adults
* Gained administrative experience and multi-task skills by assisting in the community’s Training Centre
* Designed and led several training courses when the teacher in the Training Centre was absent; gained experience in designing creative training courses for disabled adults
* Developed the willingness to work under pressure and in a long shift for the wellbeing of others

**March-July, 2010 English Teacher in Dell English School, Jinan**

*Teaching English to children aged 4-12*

**Nov 2009-Jan 2010 Internship in Guangzhou New World Executive Residence**

*General office administration and customer service*

* Created a database to store and retrieve information collected from customers’ feedback
* Gained basic administrative skills by cooperating with different departments, handling customers inquiry, creating and maintaining varieties of databases for the General Manager
* Drafting internal newsletters and posters

**October 2009 Internship in Jinan China Travel Service---** **Tourist Guide**

*Dealt with a variety of customers and developed excellent communication skills*

**Skills & Interests**

**Language**: Chinese (native),English (fluent), German (Intermediate)

**IT Skills:** Competent Microsoft Office user, professional user of Translation Memory software: MemoQ, Déjà Vu and Trados Studio 2009

**Volunteering:** Participated in various activities to take care of autism children in hometown Jinan, China

**References available on request**