**Ding Lu**

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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 Economics and Finance , 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:**

**Apr. 2014 – Sep. 2015 Hungary State Special Debt Management Limited**

*Project Manager/Landing Service Manager*

* *Project management and supervision: established landing service department and branch office in Budapest from scratch, drawing up regulations and procedures; provided consultation about landing service related matters to over 150 agencies in China; supervised service procedures and assured progresses; coordinated several investment projects; sourced potential investors*
* *Customer service: providing property purchasing/ investment opportunities/ education / healthcare consultation to 150 partners and individual clients*
* *Cross-cultural teamwork skill: established a branch office in Budapest (Hungary) and liaison with Embassy of Hungary, Hungarian National Trading House, business partners and colleagues in Hungary in daily work*
* *Marketing skills: promoted investment projects in real estate, healthcare, technology fields and landing service via website, Wechat platform; supporting media promotion; regular meeting with sales team about new investment opportunities.*

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

*Translator/Interpreter/NB Program Interview Trainer*

* *Time-management skill: highly respect the deadline made by the my team member; gained strong teamwork skill*
* *Professional translation skill: monthly average translation volume: 140,000 words*
* *Strong interpretation skill: interpreting in immigration mock interviews and internal conferences*
* *Communication skill: provided language training for the applicants of New Brunswick Immigration Program*

**Jun. -- Jul. 2012 Work placement in Durham Translators Limited**

*Market researcher and database specialist*

* *Market research skills: researched on the competitors’ websites, compiling database and analysing survey results*
* *Website maintenance and management*
* *Teamwork skill: Re-designed the website through discussion with other team members*

**Aug. 2010 – Sep. 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

**Mar. – Jul. 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

**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 2011

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

**Reference available on request**