# JULIE (YI) CAO

Location: Shanghai China \* Cell Phone: 18049773977 \* yiren1113@hotmail.com

# SKILLS AND QUALIFICATIONS

* 1 year translation experience from English to Chinese and vise visa.
* Effective bilingual between English and Chinese (Native English Speaker).
* Proficient in Microsoft Office Programs.

**PROFESSIONAL EXPERIENCE**

**British Education Shanghai, China Mar 2012 – Aug 2012**

***Study Abroad Assistant/Assistant to Study Abroad Director***

* Translated documents(include school guide, web pages, brochures and student reports) between English and Chinese in order to stimulate communication between British school and Chinese clients
* Coordinated with study permit and tourism visa application process.
* Coordinated with finance department and dealt with invoice and travel reimbursement with Excel.
* Conducted research for 200 British schools including ranking, location, and school information, and then generated reports in both English and Chinese for study abroad clients.

**Intercultural Communication College Honolulu, HI USA Aug 2011- Jan 2012**

***Marketing Assistant***

* **Translated documents (marketing research, legal documents, websites, word document and PowerPoint slides).**
* **Conducted an in-depth research on potential Chinese agents, and built up liaisons with them.**
* **Created and managed social media website in order to attract more Chinese clients.**

**Clay Chapman Iwamura Pulice & Nervell -law office Honolulu, HI USA Oct 2010- Jun2011**

***Legal Assistant***

* Supported administrative and clerical duties, including legal documents filing and recording, case management and client problem resolution.
* Established and maintained calendars and deadline reminder systems.
* Scheduled hearings and conference.
* Prepared and updated 10 to 20 pleadings every week to 4 attorneys for hearings.
* Received and responded to phone calls, and processed incoming and outgoing mail.

**INTERNSHIPS/PART-TIME**

**Bank of America Merrill Lynch Honolulu, HI USA Feb 2010-April 2010 Finance Intern**

**Hawaii Pacific University Computer Center Honolulu, HI USA Mar 2009-Dec 2009 Student Assistant**

**EDUCATION**

Hawaii Pacific University MBA Jan 2009 –Aug 2010 Honolulu, HI USA

Anhui University of Technology International Trade(Bachelor) Sept 2004 – June 2008 Ma’anshan China

Longwood University Exchange Student Aug 2006 – May 2007 Farmville, VA USA

**PROFESSIONAL ASSOCIATION**

**Member, US Hong Kong Business Association of HawaiiJuly 2010 – present**

* **Prepared manuals and assisted in all forum activities for Business Forum workshop.**
* **Organized 24th US Hong Kong Business Installation Banquet**
* **Participated in conference, meetings and networked with business leaders.**