|  |  |
| --- | --- |
| **Identification Number:** | 652301198803150363 |
| **Employment Equity Status :** | Chinese Citizen, Female |
| **Availability:** | Immediate |

|  |
| --- |
| PROFILEStrong commitment to equal opportunities with diverse and multicultural environments. Excellent influencing skills to communicate with credibility.Now I am a freelancer.**SKILLS*** Language skills ( Chinese, English and Uyghur)
* Team Management

**ABILITIES*** Translating
* Language teaching

**LANGUAGES*** English
* Chinese
* Uyghur
 |

|  |
| --- |
| EDUCATIONAL OVERVIEW |
| **Qualification** | **Institution** | **Year** |
| **English** | Xinjiang university | 2010 |
| **Chinese international teaching** | Xinjiang university (master degree) | 2014 |

|  |
| --- |
| CAREER SUMMARY |

|  |  |
| --- | --- |
|

|  |
| --- |
| **Translator and teacher****迪迪龙英语培训 （DD Dragon language training centre）****5/2011 - 8/2012 -** 1 year(s) 3 month(s) |

RESPONSIBILITIES**I was part of the opening staff and the translator as well as a teacher at the centre. We grew the centre from nothing to 300 students in less than a year. I played an important role as a bridge between the foreign teachers and the Chinese boss.*** Planned, organized, and provided instruction in English that met national standards
* Provided helps to the foreign teachers and the Chinese boss as a translator.
* Taught English lessons.
 |

|  |  |
| --- | --- |
|

|  |
| --- |
| **Zhong zhi international school****8/2015 - 5/2017** - 1 year(s) 3 month(s) |

RESPONSIBILITIES**I was the foreign affair officer of the school.** * In charge of 15-20 foreign teachers from all over the world.
* Dealt with all the foreigners’ visa issues including the foreign students.
* Translated all the English documents of the school into Chinese.
* Interpreted during foreign affair activities.
* Provided translating helps to the foreign teachers in all the aspects.
 |

|  |  |
| --- | --- |
|

|  |
| --- |
| **English teacher****Houbo college of Xinjiang medical university****6/2017 - 8/2020 -** 3 year(s) 2 month(s) |

RESPONSIBILITIES**English teacher of the English department, as well as the leader of the grade in this subject.*** Undertook English teaching duties of different grades.
* Managed the work of grade group leader, arranged the duties about final exams and group activities such as setting teaching plans.
 |

|  |  |
| --- | --- |
|

|  |
| --- |
| **Translating experience (part time and freelancer work)****2012 - now** |

**I have translated some parts of a book about Uzbek culture.** **And Translated documents and some articles in many fields including arts，industry，culture and medicine。** |