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

|  |
| --- |
| PROFILE  Strong 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。** |