

Jing CAO

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EDUCATION

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- Chinese University of Hong Kong** *Hong Kong* *Sep. 2021 – Nov. 2022*
Master of Arts in English (Literary Studies) GPA: 3.4/4.0
• School Ambassador; Student Representative of the English Department
- Zhejiang International Studies University** *Hangzhou* *Sep. 2016 – Jun. 2020*
Bachelor of Arts in English GPA: 3.73/4.0
• Core Course: Chinese-English Translation(93), Comparison between Chinese and Western Culture(98), Public Speaking and Debate (94), Training of English Skills: Creative Writing(96)

PROFESSIONAL EXPERIENCE

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- Foreign Language Teaching and Research Press, Editor** *July 2022 – Feb. 2023*
• Translated and reviewed the book “What If We Run Out of Oil” by Nick Hunter.
• Designed and marketed the best seller “Learn To Write” published by creative teaching press.
- BlueFocus, Public Relations** *Oct. 2021 - May 2022*
• Provided media monitoring report for Universal Beijing Resort project with pressure points tracker.
• Wrote, translated, and reviewed copywriting for Beijing International Resort Co., Ltd. Theme Park and Resort.
- WSDA China, Speech Coach** *July 2021 – Sep. 2021*
• Taught three levels of speech courses: 1) Persuasive speech 2) Original Oratory Speech 3) Extemporaneous Speech.
• Offered introductory courses to Public Forum Debate.
• Coached 2 speech students who broke to the semifinal and 4 students to top 32 in High School division.
- New Oriental Education and Technology Group, English Teacher** *Mar. 2020 – June 2021*
• Implemented an Annotated Extracurricular Reading Teaching Platform.
• Offered courses in Poetry Appreciation and won the first prize in a civic teaching contest.
- BTS Translation, Translator** *Sep. 2017 – Oct. 2019*
• Translated TV series, documentaries and cartoons, including “Dragon Ball” aired on Bilibili.
• Translated contracts for Netflix, Mango TV and Cineplex.

STUDENT ACTIVITIES

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- Speech and Debate Team, Leader** *Sep. 2017 – Jun. 2019*
• Organized English debate competition with over 100 competitors.
• Motivated team members to participate in morning reading and practice.
- Press Corps, Journalist** *Oct. 2016 – May. 2018*
• Ran weekly syndicated column on anecdotes about the society and culture of major English-speaking countries.
• Edited the college paper on the part of school celebrities popular among students.

HONOURS & AWARDS

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- Provincial Government Scholarship *Dec. 2019*
National Second Prize at 24th China Daily National English Speaking Contest *Mar. 2019*
National Second Prize in “FLTRP Cup” English Public Speaking Contest *Dec. 2018*
Third Prize in Provincial Final of “FLTRP Cup” English Writing Contest *Oct. 2018*

SKILLS & INTERESTS

Language: Mandarin (Native Speaker); English (IELTS Overall 7.5); German (Basic reading and speaking)
Technical: Word (Proficient); Aegisub(Proficient); Excel (Pivot Table); Adobe Photoshop (Skilful); Vegas (Basic)
Interests: Reading (200+ literature books); Writing (Individual official account); Photography; Video editing, etc.