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| **PROFILE**  A bilingual administrator with over two years of experience. I have acquired over the years strong communication and interpersonal skills. I am also experienced in Chinese translations. I am a quick learner.  **CONTACT**  Mobile:  +234 (0)8169332733  **WEBSITE:**  [xunmei](http://www.linkedin.com/in/uzoamakaoluwatosinaudu)4@blogspot.com  **EMAIL:**  [joyceadindu7@gmail.com](mailto:joyceadindu7@gmail.com)  **HOBBYS**  Writing  Voluntary engagement  Traveling  Research |  | **ADINDU JOYCE**  ***Bilingual Administrator/Secretary/Translator***  **ACADEMIC QUALIFICATION**  **Federal Polytechnic Oko**  **Confucius Institute, Anambra State**  **2018-2020**  Diploma in Chinese Studies  Result: Good  **Abayi Girls Government Secondary School, Abia State 2013-2017**  Result: West-African Examination Certificate (WAEC)  **PROFESSIONAL EXPERIENCE**  **N.B Advertising company- Lagos State**  Senior Assistant/Chinese Interpreter-March 2020 till date   * Language/cultural Mediator * Translate documents from English to Chinese and vice versa * Interact with the other managers and supervisors for work progress * Updating/sending of work report * Data collection and calculations * Replying to mails   **Protranslate** **– (Digital) July 2020 till date**  **Freelancer- Chinese Translator**   * Editing copy * Use of software and applications to upload content, * Translate general and legal documents from Chinese to English * Translate CAT documents.   **OPay Company (QR code) – Enugu state |**  **Assistant/Chinese Interpreter- Dec 2019 – February 2020**  **-** Responsible for organizing field information  - Answering inquiries via telephone calls  - Provide administrative support  - Work with the team to monitor and manage Clients need effectively.  - Chinese interpreter  **VOLUNTARY ACTIVITIES**  -International Model United Nations Delegate (IMUN)  -Financial Secretary for Church |
| **IT SKILLS**  Excellent Knowledge of Microsoft Office Word, Excel, Outlook, and PowerPoint.  **LANGUAGES**  Mother tongue: English and Igbo  Others: Pidgin  Foreign languages: Chinese |  |  |