**CV** of **SHAN, LI MEI**

Sex: female Age: 44

Address: 12210, boul. Taylor Montreal, QC H3M 2J9

E-mail address: shanlimei@gmail.com

**Skills and Aptitudes:**

Adobe products under OS X: PhotoShop, Indesign, Illustrator, Adobe, Bridger

MS office products under Windows:

Translation CAT TOOL: SDL Trados 2006, SDL MultiTerm7

**Language ability**

English: proficient; French: functioning;

Chinese: highly qualified at professional and artistic level

**Working experience**

2007-2012     Freelance translator in language pair between English and Chinese

2004-2007     Great Wall International

2002-2004     FTIA International Adoption

1997-2000     Children’s Hope International

 All the three employers above mentioned are U.S headquartered international adoption agencies.  As a coordinator, I run routine office operation for half workload, including documentation, translation, coordination between U.S. side and China side. Furthermore, equally weighted responsibilities are: travelling with American families; guiding them through adoption procedures: registration, collecting certified documents, application VISA at U.S. consulate.

1994-1997 SIYUAN Bankruptcy& Merger firm          Editor

**Education**

Name of school Major Credential

CEGEP Ahuntsic *[Infographie en prémédia](http://www.collegeahuntsic.qc.ca/node/8250%22%20%5Ct%20%22_self)* Freshperson

Chinese Social Science Academy *Business Economics*   Master

Beijing Normal University       *Chinese Literature*   Bachelor

Beijing Foreign Language Studies University

 *English language*     College degree