

## Profile

Name: Xiaoran Cheng (Rena)

Age: 25

Gender: Female

Education: Bachelor

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## Education

Qufu Normal University      English      09/2018 - 06/2022

Relevant coursework:

- English & Chinese Translation
- English Teaching

## Experience

Xinwen Junior School      English Teacher      Sep 2022 - present

- Took part in an internship translation project in 2019
- Won the second prize in National English Competition for College Students in 2019
- Have been working as a volunteer in TED Translators project since 2023
- Assisted school team members in various tasks and projects, gaining hands-on experience in English teaching
- Conducted research and analysis on English textbooks in China, providing valuable insights and recommendations
- Collaborated with team members to finish a cover song project as a leader and video-maker, contributing to its successful completion

## Skills

**Chinese(Mandarin):** Native speaker

**English:** Written and verbal communication, with certification of TEM4

**Software:** MS Office (with certification of National Computer Ranking Examination)

**Language Teaching:** about 1-year experience, with CTCSOL certification

## Others

**My LinkedIn Profile:** [www.linkedin.com/in/renachan09](http://www.linkedin.com/in/renachan09)

Types of Services: Translation/Proofreading/Subtitle Translation/Localization/Content Writing/Transcription

**Fields of Translation Services:** General/Education & E-Learning/Chinese Culture/Music