Resume

Job Intention：English Translator and Interpreter

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|  | Name：Zi Wang |  | Age：36 |
|  | Education：Master |  | Gender：Female |
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|  | Address： Guangzhou |  | Hometown：Wuhan |

 last,, Ibriefly talk about myA**History**

* **2007.09-2011.06 Wuhan University English | Bachelor**
* **2011.09-2014.06 Hubei University English | Master**
* Curriculum：Interpretation, Translation, Theory and Practice of Translation and Interpretation, Pedagogy, Psychology, Literature Appreciation, Japanese
* Awards：The First Award of Interpretation Competition at Provincial Level

**Work**

* **2014.09-2017.09 Educational Institution English Teacher**
* Job Description：
1. Analyzing students’ characteristics, including competence level, personality, interests and hobbies, and design customized courses for them；
2. Giving courses and observing their performances；
3. Assisting students in completing assignment and reinforcing mastery of knowledge；
4. Communicating with parents to ensure cooperation and support。
* **2017.09-2022.10 Overseas Education Agency English Writer**
* Job Description：
1. Communicating with students and instructing students to complete information sheet；
2. Writing PS, CV, RL and making modifications according to students’ feedbacks；
3. Completing online application and keeping in touch with school representatives。

**Skills**

**TEM-8, CATTI(Level 3 achieved, in preparation for level 2), Skillful in both translation and interpretation, fluent in Chinese, English and Japanese**