

JAMIE LIU

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SUMMARY

An expert translator and interpreter with 3 years' experience in telecommunication industry

HIGHLIGHTS

Certified Interpreter
Proficient Speaker of Chinese and English
CAT Tool Skills
Excellent MS Word Skills
Interpersonal Skills
Deadline Oriented
Fast Learner

ACCOMPLISHMENTS

Established the translation team from scratch with support from the department manager
Won the first prize in the oral English contest in 2012
Collaborated with department members to develop the English manual of style for the company as part of the Standard of Procedure

WORKING EXPERIENCES

Asiainfo-Linkage, Hangzhou Mar 2011 till Now

Translator, Documentation Department

- Translated all product and project related documents from Chinese to English
- Interpreter during business meetings
- Developed the English manual of style for the company
- Designed product training materials

Chutian Training School, Wuhan

Apr 2007 to Aug 2008

English Teacher

- Taught lessons encompassing a range of skill-building activities for speaking, writing, reading and listening

The Ladder English Training School for Kids, Wuhan

Jun 2006 to Apr 2007

English Teacher

- Classroom activities planning and coordination
- Channel of communication between school and parents on student's performance

EDUCATION

MS Guangxi Normal University, Comparative Education, *Jun 2011*

- Coursework in School Education of developed countries, including the classroom management, curriculum, extracurricular activities, teaching pedagogies, and home-school cooperation
- Certified High School English Teacher

BS **Communication University of China**, Computer Science, *Jun 2006*

- Top 5 of class
- Recipient of the Song Qingling Fund Scholarship