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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**HOBBYS**WritingVoluntary engagementTravelingResearch |  | **ADINDU JOYCE*****Bilingual Administrator/Secretary/Translator*****ACADEMIC QUALIFICATION****Federal Polytechnic Oko** **Confucius Institute, Anambra State****2018-2020**Diploma in Chinese StudiesResult: 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 IgboOthers: PidginForeign languages: Chinese |   |  |