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No.1 Daxue Road, China University of Mining and Technology South Lake Campus, Zhuyuan Building
#, Xuzhou , Jiangsu Province, P.R.China 221116

EDUCATION

Bachelor of Arts: China University of Mining and Technology(CUMT), Xuzhou, P.R.China

Major:##

GPA: ## Average:## Ranking:##

Core courses: ##, ##, ##

WORK AND INTERN EXPERIENCE

Human Resources Intern 2014.12–2015.6 (expected)

The Walt Disney Company (Shanghai) Limited

- Assist TWDC greater China HR in foreign employee recruitment;
- Communicate with 32 vendors and follow up with the payment;
- Prepare welcome packs and binder documents for foreign trainees

Administrative Assistant 2014.7–2014.12

International Office of China University of Mining and Technology, Xuzhou, P.R.China

- Assisted in the recruitment and assessment of foreign teachers;
- Served as the teaching assistant of foreign teachers;
- Handled the daily routine of foreign students;
- Edited and maintained the English website of CUMT

IELTS Foundation Teacher 2013.4–2014.4

Tops International Foreign Language Center, Xuzhou, P.R.China

- Taught IELTS listening and reading;
- Assisted foreign teachers in oral English teaching

Student Assistant of Dr. Prosper Bernard 2012.3–now

School of Foreign Studies and School of Management, CUMT, Xuzhou, P.R.China

- Mainly responsible for arranging cultural exchange activities between International EMBA students from University of Quebec and students from CUMT;
- Document translation and work as liaison interpreter

VOLUNTEER EXPERIENCE

Volunteer Lecturer 2013.1–2013.2

Evergreen Public School and Starex International School, New Delhi, India

- Taught Indian high school students about Chinese Culture in English, including the basics of Peking Opera, traditional Chinese clothing and classical Chinese literature;
- Educated students about various growing issues like HIV AIDS, Environmental Issues, Caste System and Cancer;
- Gained an overall understanding of Indian education system

Translator 2013.3–now

Thinker 360

- Collect articles on public welfare and translate them into Chinese;
- Share interesting and useful information about welfare innovation on social network

Volunteer Teacher 2013.8

Wat Sing School, Sing Buri, Thailand

- Taught elementary school students basic English;

- Served as teaching assistant in Chinese at local middle school

Volunteer 2014. 8

12th IMWA Congress 2014, organized by International Mine Water Association(IMWA), Xuzhou, P. R. China

- Worked as conference volunteer to maintain order at the scene;
- Served as escort interpreter for foreign experts and scholars while visiting coal mine

Interpreter 2014. 11

The 22nd International Executive Encounter of CUMT and University of Quebec, Xuzhou, P.R. China

- Interpreted for Chinese and foreign representatives;
- Assisted foreign and domestic corporate leaders in the trade cooperation negotiations;
- Guided representatives from Canada and Poland to visit places of interest in Xuzhou and help them to understand local specialties and Chinese culture

Extracurricular Activities

Leader of English Debate Team in CUMT 2013. 3-2014. 6

- Trained debaters on British Parliamentary debating(BP);
- Led debaters to take part in national and regional debate tournaments ;
- Performed as judge in the 3rd Yangtze River Cup Debate Tournament and Yangtze River Delta Debate Open

Vice Director of Foreign Language Education Radio Station in CUMT 2013. 7-2014. 6

- Recorded bilingual programs and assessed programs made by other members of VOC;
- Promoted Model United Nations(MUN)in university and participated in Beijing and Shanghai MUN;
- Cooperated with China Net in making the the English learning APP for students in CUMT

RESEARCH EXPERIENCE

Project Leader 2013. 5-2015. 2

Provincial Scientific Research Project on Overseas Volunteering of Chinese Undergraduates

- Research Content: How Chinese college students carry on overseas volunteering; how overseas volunteering promotes local education; a comparative study of China' s and Foreign Educational NGO
- Research Results: 3 Investigation Reports, 2 News Reports

AWARDS AND HONORS

- Excellent Chairman in 2014 Jiangsu. Xuzhou Model United Nations Conference 2014
- **National Scholarship** (awarded to **top 1%** students) 2013
- 3rd Prize in FLTRP Cup National English Debating Competition 2013
- Bronze Cup in NFU Cup Debate Tournament, ranking 8th in Eastern China Area 2013
- CUMT Excellent Student Cadre 2013
- CUMT 1st-rate Scholarship(awarded to **top 5%** s students) 2012
- Provincial 2nd Prize in CCTV “Star of Outlook” English Talent Competition 2012
- Municipal Grand Prize in CCTV “Star of Outlook” English Talent Competition 2012

PROFESSIONAL CERTIFICATES

Test for English Majors (TEM-4) 85/100

TOEFL 107/120