

XIAOJING ZHUO

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EDUCATIONAL BACKGROUND

- **MA** Conference Interpreting and Translation, **University of Essex, UK** (10/2018-Current)
- **Postgraduate Diploma** Chinese-English Translation and Interpreting, **University of Essex, UK** (10/2017-07/2018)
- **MA** English Translation, **Shanghai University, PRC** (09/2015-06/2017)
- **BA** English for Business and Economy, **Hainan University, PRC** (09/2011-06/2015)
 - Exchange Programme, **University of Prince Edward Island, CA** (09/2013-04/2014)

PROFESSIONAL EXPERIENCE

Translation

- **Translator & Proofreader:** Interpretation and Translation Department in International Training Center, Shanghai Foreign Service Co., Ltd. (06/2016-Current)
 - Translating economic papers, certificates, Expo-related materials, product instruction, etc. both from Chinese to English and from English to Chinese
 - Proofreading contracts, product specifications, academic papers, etc. from Chinese to English
- **Translator:** Marketing Department of Basadora, LLC, Hangzhou (05/2015-06/2015)
 - Translating emails, posters, product specifications, news, and academic papers, etc. both from Chinese to English, and English to Chinese

Interpreting

- **Freelance Interpreter:** 2018 European Tour Operators Association Partnerships in European Tourism (Fair) (03/11/2018)
 - Consecutive interpreting for the travel agent from Sichuan, China and clients from Europe
- **Freelance Interpreter:** Roadshow of Arabia National Council of Tourism & Antiquities, Shanghai (29/03/2016)
 - Consecutive interpreting for Arabia officers and Chinese clients
- **Interpreter:** the Greater Charlottetown Area Chamber of Commerce and PEI Connectors Programme (24/10/2013)
 - Bilingual interpreting for exhibitors and visitors
- **Interpreter & Assistant:** Tournament Office of 2013 World Snooker Haikou Open (02/2013-03/2013)
 - Assisting officers with general matters
 - Consecutive interpreting for foreign officers and Chinese workers in daily routine

Assistant and Communication

- **Organizer:** Multilingual Conference 2018 & 2019
 - Contacting speakers and student interpreters and collecting relevant materials
 - Setting the Conference Agenda
- **Language Assistant:** Department of Language and Linguistics, University of Essex (10/2018-Current)

--Assisting the Module Director to handle routine work, like agenda setting, teaching material arranging, and email replying, etc.

- **Foreign Affairs Assistant:** Division of Academic Affairs, Shanghai University (01/09/2015-06/07/2016)
 - Processing students' documents related to exchange programmes, international working programmes, visiting programmes, etc.
 - Translating emails, invitation letters, personal information, etc. both from Chinese to English, and English to Chinese
 - Preparing relevant documents for meetings
- **Foreign Affairs Assistant:** Division of International Cooperation & Exchange, Hainan University (01/09/2014-25/01/2015)
 - Translating emails, invitation letters, personnel information, etc. both from Chinese to English, and English to Chinese
 - Collecting and recording information of students who took part in exchange programmes
 - Taking part in rebuilding the division' website
- **Assistant:** the 2014 United Cities and Local Governments World Council, the 4th Meeting of the General Assembly of the Asian Mayors Forum and the 1st Haikou International Sister City Mayors Summit (11/2014)
 - Providing airport pickup and drop-off services for foreign interpreters
 - Assisting foreign interpreters in preparing for equipment, water, and stationery
 - Preparing and sorting out Simultaneous Interpreting Equipment for conferences

ADDITIONAL SKILLS

- **Translation CAT:** SDL Trados Studio 2017, MemoQ, and Memsource
- **Subtitling:** Aegisub, WinCaps