实践经历

2014.07-2014.08 新东方“酷学酷玩”夏令营中作为**英文助教**实习

* 担任客服职位，做夏令营宣传招生工作；协助学生英文语法教学工作，策划组织夏令营户外教学以及晚会活动

2014.10-2015.05 南开大学－Flinders University联合培养专业硕士（广州）学位班**笔译员**

* 翻译报名学员200份中文资料，做校对修改工作，翻译质量获得上级高度认可

2012.01-2013.01 财经传媒系团总支**外联部干事**

* 同商家进行合作洽谈，组织策划留学机构宣讲会，以及做好宣传工作；主要合作机构环球雅思、启德教育等

2013.09-2014.06 大二**班长**，负责班级日常沟通工作，组织策划节日活动，处理班级人际关系问题，执行能力强

2014.09-2015.07 学生党支部培训部**副部长**，策划“一帮一”活动，协助党课培训工作，组织能力强

教育经历／获奖

## 广东金融学院（2012.09－2016.06）

汉语言文学（经济秘书）

获得“突出贡献奖”三次， “优秀学生干部”两次、“优秀积极分子”等奖项

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语言水平／技能

* **英国剑桥商务英语（BEC） 高级英文证书**，能熟练掌握商务英语听说（BEC口语满分）
* 四、六级英语证书，熟练掌握良好的英语听说读写能力 （四级560，六级522）

◆ 粤语熟练，能毫无障碍 用粤语交流，韩语自学初级

◆ 熟悉MS办公，熟练掌握PPT, Word，Excel等办公软件

自我评价

◆ 具有强烈的工作责任感和团队精神，沟通能力强

◆ 具有较强的环境适应能力，热情明朗

◆ 做事有条理，时间观念非常强

Resume

Chen xiuwen

15622788287; sharonchen829@163.com

Job Objective

Apply for trainee

**Working Experience**

## July 2014-August 2014 Assistant Interpreter, New-Oriental “Summer Camp”

* Assisted students in talking to foreign teachers and arranged routine schedule (including outdoor activities) to enrich camp days
* Develop good relationship with teachers and students as well as building up great teamwork in New Oriental among colleagues

## October 2014-May 2015 English-oriented translator for Nankai University＆ Flinders University Combined Training of Postgraduates Class

* In charge of translating students information and correct mistakes for paper jobs
* Have a sound result with every translation job

**September 2012- August 2013 member of student community-Public Relationship Department**

* Be responsible for activities planning and publicity
* More understanding on importance of interpersonal skills and presentation skill

**Education**

* Guangdong University of Finance (2012.09-2016.06)
* Major in Chinese Literature (Secretary Direction)

**Language Proficiency**

* Passed BEC (Cambridge Business English) Higher 2015
* Passed CET-6, 2014
* Proficiency in Cantonese; Primary level in Korean by self-study

**Special Skills**

* Experienced in software like Excel, PowerPoint, Word, etc.;
* Experienced in Business Writing (Both in Chinese and English)

**Self-Evaluation**

* Great passion for new things and can be quickly adapt to new working circumstances
* Strong sense of responsibility and teamwork
* Well-organized in dealing plans and have a great time-management skill