

Jiani Zhou

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EDUCATION AND QUALIFICATIONS

I have qualifications in Mental Health First Aid (MHFA England) and Safeguarding and Child Protection (Bath & North East Somerset Local Safeguarding Children Board).

For my undergraduate study, I was selected as a 2+2 programme student from Beijing Language and Culture University to the University of Manchester because of my excellent academic performance.

For my postgraduate study, I graduated from the University of Bath in December 2018 with a Merit.

2017 – 2018

University of Bath. MA Translation with Business Interpreting (Merit)

- Core modules: Liaison interpreting for business (Chinese/English) 71%. Chinese to English translation for business 69%. Proofreading, editing and management skills for translators and interpreters 68%. Using technology in the translation industry 65%. Advanced translation 64%.

2015 – 2017

The University of Manchester. BA (Hons) Linguistics and Sociology (2:1)

- Awards: Manchester Leadership Gold Award 2015/16, Sports Volunteer Scheme Gold Award 2015/16.

2013 - 2015

Beijing Language and Culture University. BA English (89%)

- Core modules: English Grammar 95%. English Stylistics 91%. English Speech and Debate 91%.
Optional module: Undergraduate Mathematics Basics 95%.

WORK EXPERIENCE

June 2018 – Present

Sabbatical Officer in the Students' Union, University of Bath, UK

- Elected in 2018 and re-elected in 2019 by students as Postgraduate Officer at The SU Bath, followed by successful #JoinJiani campaigns.
- Responsible for representing all aspects of the postgraduate student experience and acting as the principal contact for over 5,000 postgraduate students; trustee of a multi-million-pound charity.
- Regularly liaising with relevant University departments and management to ensure strong and effective working relationships.

January 2019 – Present

Director of Contestants' Site, IMO 2019, UK

- Building working relationship with relevant services at Bath for International Mathematical Olympiad 2019 (IMO 2019).
- Managing a volunteer team and liaising with the Organizing Committee; planning events, room allocation, venue booking, etc.

August 2018 – Present

Administrator, University of Bath, UK

- Working as the administrator for the Teaching Development Fund project in the Department of Politics, Languages and International studies, responsible for contacting alumni, booking venues and refreshments, and organizing networking events.

- February – September 2018** **Administrative Assistant, University of Bath, UK**
- Translated transcripts (between Chinese and English) and did subtitling for marketing videos of Masters programmes in the Faculty of Humanities and Social Sciences.
 - Worked on the ‘Ask A Postgraduate Student’ Campaign, which was part of the postgraduate pre-induction.
- June – August 2017** **IELTS Teacher, New Oriental Education & Technology Group Inc., China**
- Taught both group and one-to-one tutorials of English speaking, writing, reading and listening. Students were mainly university and secondary school students.
 - Took an active role in curriculum design.
- June – July 2016** **Intern Editor, China Anhui Broadcasting Corporation, China**
- Edited *Anhui Local News* and learned to produce short programmes using non-linear editing system software *Sobey* within a short period of time.
 - Translated local news from Chinese to English for *Anhui Reports* (English News programme).
- July 2015** **Interpreter, Oceans Sports and Entertainment Inc., China**
- Recruited by Oceans as an interpreter for Bayern Munich Football Club’s China Tour and interpreted at commercial events.

SKILLS AND ACTIVITIES

- Languages** **Native speaker of Mandarin Chinese; fluent in English (IELTS overall 8).**
- **October 2017 – January 2018** Volunteer translator for the Great Britain China Centre. Translated legal documents.
 - **February 2016** Volunteered at the 2nd Winter Youth Olympic Games, Norway, interpreted and translated for the media, athletes and the Organizing Committee.
- IT** **Very familiar with both Microsoft Windows and Macintosh operating system by Apple. Proficient in memoQ, Word, PowerPoint, Excel, Access, SPSS, etc.**
- Leadership**
- **October 2017 – June 2018** Volunteered as Peer Assisted Learning (PAL) leader and was one of the founding members of the Language PAL Programme at Bath.
- Teamwork**
- **July 2015** Worked as the team leader of the voluntary teaching programme of Beijing Language and Culture University in Dongzhi County, Anhui Province, responsible for volunteer selection, making teaching schedules, general training, etc.
- Community Building**
- **November – December 2015** Volunteered in Manchester City Football club for the ‘Cityzens Giving’ charity campaign.
 - **September 2015** Volunteered with Manchester City Council for the ‘Students’ Moving In & Connecting to the Community’ campaign.