



# Palette

13912220000



WPS12345@gmail.com



Sandy Bin 15/F,BRIGHT



Career Objective: Translator

**Name: palette**

**Gender: Female**

**Age: 24**

**Education: Bachelor**

**Health Condition:Good**



**2012-1016**

**Yale University**

Translation

Bachelor



MS Office



Photoshop



Illustrator



English



Japanese



Cantonese



## STRENGTHS AND QUALIFICATIONS

- ✧ Strong leadership qualities;able to schedule priorities and perform/delegate accordingly to effectively accomplish tasks to hand;
- ✧ Working knowledge of both written and verbal Japanese and French;
- ✧ Broad perspective of Japanese people,culture,and customs,as well as Japanese-American diplomatic relations;

## INTERNSHIP EXPERIENCE

- ✧ 2017- Present Technical Writer/Junior Programmer
- ✧ 2016.9-2016.12 Assistant to the Japanese Ambassador
- ✧ 2015.11-2016.2 Sales Representative
- ✧ 2015.9-2015.10 Marketing Representative

## SCHOLARSHIP AND AWARD

- ✧ 2016.3 Guanghua First-class Scholarship for graduate
- ✧ 2015.11 Metal Machining Practice Award
- ✧ 2015.4 Academic Progress Award

## PERSONAL EVALUATION

- ✧ Being familiar with accounting theory
- ✧ Mastering share option,futures and foreign currency hedge.
- ✧ Mastering risk management.
- ✧ Grasping balance sheet,cash flow report and other financial statements.
- ✧ Translated correspondence and filed inquiries from the Japanese population in the Boston business community.
- ✧ Organized travel itineraries for Japanese officials visiting the New England area.