**Jie Lou**

**14 Wicken Sq, Albany, NY 12205**

[**loujie@alumni.albany.edu**](mailto:loujie@alumni.albany.edu) **518-364-9194**

**Profile:**

A hard working, responsible, and highly motivated individual who is able to adapt quickly to a diverse environment. Reliable, detail-oriented, well-organized in work both independently and in teams. An energetic individual with a keen desire to learn new knowledge and skills and dedicated to achieving goals

**Education:**

**State University of New York at Albany**

Master of Science in Accounting May 2011

Cumulative GPA: 3.34

**Nanjing Institute of Technology**

Bachelor of Arts in Business English June 2009

Cumulative GPA: 3.54

**Honors:**

College scholarship awarded each semester

Titles of “College Student of All-round Excellence” awarded each academic year

Consistent student leader of past classes for 14 years

**Skills:**

Proficient in Microsoft Word, Excel, PowerPoint, Access, and overall computer and internet applications; familiar with data mining, SQL

Fluent in English and Mandarin Chinese

**Experience:**

**English-Chinese Translator** 08/2011 – Present

* Translate English text to Chinese and provide word sense disambiguation information to aid machine translation for a dictionary database

**NCAA Division I Program Event Staff**

State University of New York at Albany 09/2009 – 05/2011

* Provided guests with directions and other venue information in a prompt and friendly manner
* Collaborated with team members to ensure a safe and fun environment for guests
* Understood and responded to customer needs by actively interacting with guests

**Business English Internship**

Nanjing Southern Culture & Arts Co. Ltd 10/2008 – 06/2009

* Translated document from Chinese to English and English to Chinese
* Sorted documents into appropriate categories and filed them properly
* Interacted with customers to maintain sound business relationship

**Project:**

**Assistant to Professor Jiacai Li**

Nanjing Institute of Technology 10/2006 – 02/2007

* Worked in a four-person group, closely interacted with each member to ensure the coherence and quality of the project
* Proposed practice questions at the end of the chapters and drafted sample answers to those questions through extensive research
* Proofread some chapters of Professor Li’s book to give suggestions on content and reviews