### Jane Doe

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#### Professional Summary

A highly versatile and detail-oriented English professional with over 8 years of experience spanning executive administration, education, and professional translation. Proven ability to facilitate seamless cross-cultural communication, manage complex projects, and create engaging learning environments. Seeking to leverage a robust skill set in bilingual communication, content localization, and administrative support to contribute to your company's success.

#### Core Competencies

Language Proficiency: English (Fluent/Professional Working Proficiency), Mandarin (Native)

Translation & Localization: Document Translation (Technical, Business, Marketing), Proofreading & Editing, Terminology Management, CAT Tools (SDL Trados, MemoQ)

Education & Training: Curriculum Development, Classroom Management, Student Assessment, Differentiated Instruction, E-Learning Platforms

Administrative Support: Executive Calendar Management, International Travel Coordination, Meeting Minutes & Agendas, Report Preparation, Client Relations

Technical Skills: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Workspace, Zoom, Microsoft Teams

#### Professional Experience

Freelance Translator | Shanghai, China (Remote) June 2020 – Present

Translated and localized a diverse range of documents from Mandarin to English (and vice versa), including business contracts, marketing materials, technical manuals, and website content for various clients.

Ensured linguistic accuracy, cultural appropriateness, and consistent terminology, resulting in a 98% client satisfaction rate.

Utilized Computer-Assisted Translation (CAT) tools such as SDL Trados to increase translation efficiency by over 20% and maintain terminology consistency across projects.

Proofread and edited translated materials to guarantee high-quality, error-free deliverables.

English Teacher | Maple Leaf International School, Shanghai, China August 2017 – May 2020

Developed and delivered engaging and effective English lesson plans for Grade 5 and 6 students, accommodating diverse learning styles.

Assessed student progress through assignments, tests, and classroom participation, providing constructive feedback to foster language skill development.

Improved average student test scores by 15% within one academic year through innovative teaching methods and personalized support.

Fostered a positive and interactive classroom atmosphere, encouraging student participation and confidence in using English.

English Secretary | Global Tech Solutions Inc., Shanghai, China July 2015 – July 2017

Provided comprehensive administrative and secretarial support to the General Manager, ensuring smooth daily operations in a fast-paced, bilingual environment.

Managed executive calendars, scheduled international meetings across different time zones, and prepared detailed meeting agendas and minutes.

Drafted, translated, and proofread bilingual correspondence, presentations, and reports for internal and external stakeholders.

Coordinated complex international and domestic travel arrangements, including flights, accommodations, and visa applications.

#### Education

Bachelor of Arts in English Fudan University, Shanghai, China 2015

Relevant Coursework: Advanced Translation, English Literature, Business English, Linguistics

GPA: 3.8/4.0

#### Certifications

Certificate for English Language Teaching to Adults (CELTA) | Cambridge Assessment English, 2017

CATTI Level 2 (China Accreditation Test for Translators and Interpreters) | Ministry of Human Resources and Social Security of China, 2016