

魏天娇

Tianjiao Wei

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An enthusiastic and motivated graduate with a BA degree in Latvian Language and Technical Translation. Throughout my four years abroad, I have developed a keen sense of observation and an understanding of social context, as well as a greater ability to analyze the sub-context of a situation accurately. Now I am seeking a job that allows me to apply acquired skills and embody my interests to the fullest.

Formal Education

- **Beijing International Studies University** **Beijing, China**
BA, Latvian language *2015 – 2022*
- **Riga Technical University** **Riga, Latvia**
BA, Technical Translation & Qualification of Technical Translator *2015 – 2022*

Skills

- **Translation:** Text in English, Latvian and Chinese, with an emphasis on the fields of IT, economics, civil engineering, etc.
- **Proofreading:** Prior to publication or sharing, verify the content is free of typographical, grammatical and stylistic errors.
- **Teaching:** Covering students of all ages, ranging from kindergarten to office workers, with flexible time and place.
- **Interpretation:** Freely switch between English, Latvian and Chinese, whether simultaneous or consecutive interpreting.
- **Software:** Microsoft Office, SDL Trados, memoQ, Transit NXT.

Languages

- **Chinese:** mother tongue
- **English:** full professional proficiency
- **Latvian:** professional working proficiency
- **Spanish:** elementary proficiency

Recent Employment

Chinese Business Services

Riga, Latvia

Chinese Teacher

September 2021 – current

My passion and desire to teach Chinese comes not only from my ability to speak Chinese, but also my experience as a language learner. There is more to learning a language than vocabulary and grammar. In addition to bringing new perspectives, it allows us to gain a deeper understanding of the world around us.

Responsibilities:

- Teaching Chinese language according to the needs and levels of students;
- Engaging students in the learning process through interactive instruction;
- Developing instruction materials that are tailored to the learning styles and interests of students;
- Updating course materials in response to changes in the curriculum plan;
- Establishing a structured, positive, and conducive learning environment for students;
- Maintaining professional communication with parents regarding the performance of their children;
- Providing feedback and monitoring students' academic performance in order for them to improve their learning and development skills;
- Assuring that students, parents, and other members of the teaching staff have strong and positive working relationships.

Pactera

Beijing, China

Small Language Quality Assurance Specialist, Internship

June 2021 – July 2021

Artificial intelligence is developed by constantly learning from known samples. The purpose of the work is to provide early training samples for the model.

Responsibilities:

- Determining whether the image needs to be labeled, that is, whether there is a target language on the image;
- Making sure the target language is clear and readable;
- Converting images to texts.

Riga Technical University

Riga, Latvia

Translator, Internship

January 2020 – February 2020

The purpose of the internship is to make it easier for Chinese students to understand the information on the admissions website, and at the same time, providing the opportunity to gain professional experience relevant to the study program.

Responsibilities:

- Reading industry-specific material and researching terminology;
- Translating the RTU Faculty of E-Learning Technologies and Humanities Institute of Applied Linguistics Admissions website from English and Latvian to Chinese;
- Ensuring consistency of translation throughout source text, use translation memory software such as memoQ, SDL Trados, and Transit NXT;
- Assuring that the meaning and tone of translated texts are conveyed as originally intended;
- Providing accurate translations of texts;
- Collaborating with colleagues.

○ **MaxEn International Education**

Beijing, China

Teaching Assistant

March 2019 – July 2019

My interest in this profession was prompted by my understanding that teachers needed better support. Providing my teachers with the support and assistance they require to be successful in their jobs is my aim as their right-hand man. In order to have a meaningful impact on my students, I am willing to put in the necessary time and effort.

Responsibilities:

- Assisting the classroom teacher in preparing for class and making reasonable arrangements for classroom activities, etc;
- Supervising students in completing exercises and assignments;
- Keeping abreast of all problems arising in students' learning and making every effort to solve them;
- Maintaining the normal order of students' English learning and to develop a positive and healthy attitude towards learning.