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EDUCATION**Master of Arts. Communication**

Graduated: December, 2014

Graduate Certificate: Conflict and Dispute Resolution

Completed, December, 2014

Missouri State University, Springfield, MO

GPA:3.56/4.0

Bachelor of Arts. Translation Studies

Graduated: July, 2013

Xi'an International Studies University, China

GPA:3.32/4.0

PROFESSIONAL EXPERIENCE**General Worker** August, 2014-December, 2014

The Center for Dispute and Conflict Resolution- Springfield, MO

- Facilitated different programs, such as Victim-Impact Panel Program, Family Group Conference and Victim-Offender Dialogue Program.
- Learned and applied mediation skills
- Organized groups together to maintain harmonious meeting environment.

News Reporter May, 2014-July, 2014

Shaanxi TV and Broadcast Station-Xi'an China

- Worked as a news reporter reported social news.
- Learned news reporting and editing skills.

News Editor September, 2011-May, 2012

Huanqiu.com in China, news website reporting from all over the world in Chinese and English language- Xi'an China

- Worked with news editor to choose news from English famous news website, such as Daily Post, and then trans-edited English news to Chinese version and then published online.
- Learned skills of writing news

Server October, 2012- November, 2013

Catering Service at Missouri State University-Springfield, MO

- Worked with supervisors to serve food for banquet events on campus.
- Able to manage time and multi-task whole serving more than 100 guests during 8 hours shift
- Communicated with manager and supervisor successfully to make sure the good service

VOLUNTEERThe 16th/ 17th Ozarks Celebration Festival-Springfield, MO

2013, 2014

- Prepared for exhibition
- Helped kids to play different games; Helped to sell tie dye T shirts

Friends against Hunger, Meals A Million-Springfield, MO

2013

- Helped to pack food for people in poor country

Clothing Bank under Parent-Teacher Association-Springfield, MO

2012-2013

- Helped to fold and classify clothes by different sizes
- Helped to find and organize proper clothes to family

SKILLS

- Computer skills: Microsoft Word, Excel, PowerPoint, SPSS
- Other skills: Chinese, translation (English- Chinese), news trans-editing, journalism experience