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Outlines

- Perfect communication skills, easy to get along with all kinds of people.
- An enthusiastic and optimistic person full of self confidence, especially when facing challenges.
- Exclusive learner, easy to adapt with complex environment and acquire new skills swiftly.
- Great English skills. GRE 1470/1600; TEM-8; years of translation experiences.

Work Experiences and Internship

Customer Representative, CTS MICE; Beijing — 06/2012 ~ 07/2013

- Provided the conference service to customers, mainly pharmaceutical companies.
- Communicated and negotiated with local agency to get the best deal.
- Independently arranged hotel, airfare, restaurant, traffic and translation services for every customers, with the scale of the conferences at around 150 people.

Internship at Dep. of PR, GSLF forum; Beijing — 10/2011~12/2011

- Aimed at collecting and organizing information from the internet.
- Used the main social networks to broadcast the ideas and the arrangements of activities.
- Disseminated the 2012PLUS activity; in charge of arranging the trip to Rio de Janeiro.

Intern Journalist at Dep. of English, Economic Observer; Beijing — 09/2011~11/2011

- Interviewed with Zhaoxing Li, former China Minister of Foreign Affairs twice.
- Interviewed with Achim Steiner, Vice Secretary of United Nation, Director of UNEP.

Education

Capital University of Economics and Business – Bachelor in Business English, 2012

University of Illinois at Chicago – Exchange student, 07/2011 ~ 09/2011

Skills

Good English speaker / Skilled piano player / Active computer and internet user/
Excellent learner.
