

54 Towers St

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(417)619-1205

EDUCATION

Master of Arts-communication

Graduated: December, 2014

Certificate for Conflict and Dispute Resolution

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-present

The Center for Dispute and Conflict Resolution- Springfield, MO

- Facilitated different programs, such as Victim-Impact Penal Program, Family Group Conference, Victim-Offender Dialogue Program.
- Learnt 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.
- Learnt news reporting and editing skills.

News Editor September, 2011-May, 2012

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

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

WORK EXPERIENCE

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 while serving more than 100 guests during 8 hours shift
- Communicate with manager and supervisor successfully to make sure the good services
- Learnt American table manners

VOLUNTEER

The 17th Ozarks Celebration Festival-Springfield, MO 2014

- Prepared for exhibition
- Helped kids to play different games

The 16th Ozarks Celebration Festival –Springfield, MO

2013

- Prepared for exhibition
- 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