

# 简历

姓 名：周倩倩

出生日期：1992 年 03 月

学 历：本科

语言等级：TEM8

电子邮件：827522344@qq.com

手 机：15950065152

居 住 地：苏州市工业园区

期望薪资：6500

## 相关工作经验

07/2016-至今：苏州乐美馆

职位：英文翻译

工作概述：

独立负责几个大专案以及一些小专案，全权负责专案中所有翻译及审校工作。

1. 负责中英的笔译，口译或相关工作；
2. 协助与外方进行接洽沟通工作。

11/2014-05/2016：浙江新通留学苏州分公司

职位：文案顾问

工作概述：

英美澳加等主流留学国家高中、预科、大学本科及研究生的申请工作，并涉及新西兰、日本、荷兰等国家留学申请事宜；签证申请工作及后续事宜。

1. 深入了解学生申请学校专业所需相关背景的情况，帮助学生挖掘自身优势，并根据不同学校专业要求，设计文书架构，敲定文书方向，协助学生有针对性地收集院校申请材料；负责申请文书撰写，润色及最终定稿；
2. 根据各个国家申请程序要求及开放关闭申请的时间，做好申请规划，确保申请材料和文书写作完成进度，在规定时间内提交申请；时时跟踪申请过程，关注学校反馈；与国外各个学校招生处联系沟通，协助学生解决申请中遇到的各类问题；
3. 跟进录取情况，及时通知录取情况，每个录取学校都将接受 offer 截止期，押金要求，语言要求等重要信息通过邮件形式提醒学生；为学生提供各个录取学校专业详细信息咨询服务，以便客户更好地选定最终学校；在学生确定学校以后，根据学校规定，帮助学生交付押金，接受 offer，换取 COE, I20, CAS 等；协助学生进行新生网上注册，帮助安排体检、最终成绩单邮寄；
4. 为需要读语言班的学生查询语言课程信息，选择合适语言课程，进行申请；
5. 收集签证申请材料，为学生提供必要的签证面试培训，办理签证；
6. 根据入学时间协助学生安排住宿，接机和国外生活指导等。

成果：

成功帮学生申请到美国，英国，澳洲，加拿大，香港等国家的心仪学校，一年学生量 60-70+。其中包含美国 USNEWS 排名前四十大学，加拿大麦考林排名前三大学；英国 G5 超级精英大学；澳洲五星大学，香港排名一到前十的大学。申请成果举例见附件。

**01/2014-10/2014: 金阳光出国**

**职位:** 文案顾问

**工作概述:**

1. 投资项目沟通, 协调; 客户沟通, 收集移信息, 根据客户具体情况, 制定移民资金来源方案, 帮助客户进行各类个人文件, 资金来源证明文件材料收集, 制作及翻译; 帮助客户进行换汇, 国际汇款;
2. 查询英文相关法律条文资料并制作成手册;
3. 留学客户材料收集, 各个学校官网申请要求查询, 制作, 翻译, 递交材料。为客户申请各国家各类签证, 收集材料, 制作材料, 翻译材料, 递案。

**06/2013-12/2013: 江西化学工业学校**

**职位:** 班主任, 英语教师

**工作概述:**

1. 带两个班, 共约 100 人。每日常规管理 100 人的早晚自习监督、课堂纪律、卫生保洁、宿舍管理等事项;
2. 班级制度建立与执行, 班级核心队伍、班干部培养, 进行班风导向, 组织学生活动, 如班会、班级月度活动、校运会、文艺汇演;
3. 教授班级英语课程, 完成课程大纲教学任务。

## 教育经历

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2009/09--2013/07	贵州大学 (“211” 工程 )	英语专业	本科
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## 证书

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2013/03	英语专业八级
2013/06	高级中学教师资格证 (英语)

# Resume

**Name:** Zhou Qianqian

**DOB:** 03/1992

**Degree:** Bachelor

**Language Qualification:** TEM8

**E-mail:** 827522344@qq.com

**Tel:** 15950065152

**Address:** SIP, Suzhou

**Salary Expectation:** 6500

## Work Experience

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**07/2016 to Present    XPEC Art Center**

**Position:** English Translator

**Job Responsibility:**

Independently in charge of translation and proofreading of several large projects and some small ones.

1. Responsible for both written translation and interpreting;
2. Assist in contacting and communicating with foreign partners.

**11/2014-05/2016      Shinyway Education Suzhou Branch**

**Position:** Counselor

**Job Responsibility:**

Made applications for overseas study including high school study, preparatory courses, undergraduate and postgraduate studies in countries like USA, UK, Australia, Canada, New Zealand, Japan, Netherlands; responsible for visa application work and follow-up matters.

1. Face-to-face communicated with students and parents, giving students and parents easier access to the information about universities; helped students explore their own advantages and prepared the application supporting materials according to the school requirements and students' actual situations; wrote, polished and finalized application documents;
2. Made application plans following different countries' application procedures, ensured the application progress smoothly and submitted the application in time; communicated with the admission offices to help students solve various problems during application;
3. Followed up the application results and timely informed the students; provided counseling guidance to help them choose the fit university and make more rational decisions; after the students made the final choice, help them pay the deposit, accept the offer and exchange for COE, I20, CAS, etc.; assisted students to do online register, arrange physical examination and send the final report card;
4. Searched the language course information for students who need to study the language course and applied for appropriate language course;
5. Applied Visas for students;
6. Assisted students to arrange accommodation and book airline ticket; lend advice for students to better adapt to foreign life.

**Achievements:**

Successfully helped over 60 students per year to receive offers from universities in USA, UK, Australia, Canada, Hong Kong and other countries, including admissions to Top 40 American universities according to USNEWS, top 3 Canadian universities according to Maclean's magazine; UK G5 Super Elite universities, Australian Five Star universities, top 1 to top 10 Hong Kong universities. Please see attached for examples of application results.

**01/2014-10/2014      GSS**

**Position:** Counselor

**Job Responsibility:**

1. Communicated with project managers and clients; developed proposals to explain the source of migration fund according to the clients' specific conditions; prepared and translated all personal and financial documents; helped clients exchange foreign currency and make international remittance;
2. Searched for relevant legal provisions in English and make relevant manuals;
3. Applied for overseas study and various visas including student visas, tourist visas and work visas.

**06/2013-12/2013      Jiangxi Province Chemical Industry School**

**Position:** Class Advisor and English Teacher

**Job Responsibility:**

1. Being homeroom teacher for two classes, about 100 students. Supervised morning and evening self-study, classroom discipline and clean sanitation, and conducted dormitory management;
2. Established and implemented the class regulations; cultivated the core team to take a leading role in the class; developed the class learning environment; organized students' activities like class meeting, monthly extracurricular activity, school sports meeting and art show, etc.;
3. Taught English courses and completed the teaching tasks.

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**Education Background**

09/2009/-07/2013	Guizhou University("211"Project)	English	Bachelor
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**Qualification**

03/2013	TEM8
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06/2013	High School Teacher Certification(English)
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## 部分申请成果举例

### (Application Result Examples)

#### 本科(Undergraduate):

Penn State University, Bachelor of Science

Ohio State University, Bachelor of Science

University of Connecticut, Mathematics

Michigan State University, Mathematics

Stony Brook University, Mathematics

Syracuse University

Indiana University

University of Miami, Mathematics

University of British Columbia, Bachelor of Science

University of Toronto, Chemical Engineering

University of Waterloo, Bachelor of Computer Science

University of Windsor, Computer Science

University of Warwick, Chemistry

Imperial College London, Chemistry

University College London, Chemistry

University of St Andrews, Chemistry

University of Bath, Chemistry

University of Melbourne, Bachelor of Environment

Australian National University, Business Management

RMIT University, Business

University of Queensland, Business Management

University of Sydney, Bachelor of Architecture and Environments

#### 研究生(Postgraduate):

Boston College, Master of Science in Finance

Case Western Reserve University, MSM-Finance

Northeastern University, MSc Finance

Purdue University, MSC Management

Ohio State University, Master of Business Logistics Engineering

University of Hong Kong, MSc in Food Safety and Toxicology

Chinese University of Hong Kong, MSSC in Advertising  
Hong Kong Baptist University, MA in Producing for Film, Television and New Media  
City University of Hong Kong, MSc Business Information System  
Hong Kong Polytechnic University, MSc Multimedia & Entertainment Tech

University College London, MSc Business Analytics  
University of Warwick, MSc Information System and Management  
University of Edinburgh, MSc Informatics  
Durham University, MSc Management (Supply Chain Logistics)  
University of Manchester, MSc Urban Design and International Planning  
University of Sheffield, MSc Supply Chain Management

University of Melbourne, 2016, Master of Tesol  
University of Sydney, Master of Professional Accounting  
University of New South Wales, Urban Development and Design  
Monash University, Master of Advanced Electric Engineering  
University of Western Australia, Master of Professional Engineering