**Resume**

|  |  |
| --- | --- |
| Name：Zhou Qianqian  Degree：Bachelor  E-mail：827522344@qq.com  Address：SIP, Suzhou | DOB：26/03/1992  Language Qualification：TEM8  Tel：15950065152  Native Place：Jiujiang, Jiangxi |

## Work Experience

### 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：**

The applications for overseas study include high school, preparatory courses, undergraduate and postgraduate studies in mainstream countries like Britain, the United States, Australia and Canada, and also involves the application for study in New Zealand, Japan, the Netherlands and other countries; Visa application work and follow-up matters.

1. Help students to explore their own advantages, collect the application materials and design the application essays structure according to the school requirements; Writing, polishing and finalizing application documents;
2. Make application plans following different countries’ application procedures, ensure the progress of application materials and paperwork, and submit the application in time; Follow the feedback from the school; Communicate with the admission offices to help students solve various problems during application;
3. Follow up the application results and timely inform the students about the results and remind them of the important information in offers; Provide consulting services to help students to better select the final school; After the students decide the school, help the students to pay the deposit, accept the offer and exchange for COE,I20, CAS, etc.; Assist students to do online register, arrange physical examination and send the final report card;
4. Search the language course information for students who need to study the language course and apply for appropriate language course;
5. Apply Visa for students
6. Assist students to arrange accommodation and airplane; Help them to adapt to foreign life

**Achievements：**

Successfully helped students apply to ideal schools in the United States, Britain, Australia, Canada, Hong Kong and other countries, with a total number of students of 60-70 per year.

**Example of Application Results (See attached)**

### 01/2014-10/2014 GSS

Position：Counselor

**Job Responsibility：**

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. 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；
4. 留学客户材料收集，各个学校官网申请要求查询，制作并翻译递交材料。

1. Communicate with project managers and clients communicates; Collect materials, develop a proposal to explain the source of migration fund according to the client's specific conditions, and write and translate all personal, financial and relevant documents; Help clients to exchange foreign currency and do international remittance;

2. Check the relevant legal provisions in English and make relevant manuals;

3. Apply for various visas for customers;

4. Apply for overseas study.

### 06/2013-12/2013: Jiangxi Province Chemical Industry School

Position：Class Advisor and English Teacher

**Job Responsibility：**

1. Being the Class Advisor for two classes, about 100 students. Supervised morning an evening self-study supervision, classroom discipline, classroom clean sanitation, and dormitory management;

2. Established and implemented the class regulations; cultivated the core team and class leader of the class; developed the class learning environment; organized students' activities, such as class meeting, class monthly activity, school sports meeting and art show;

3. Taught English courses and completed the taching tasks.

## Education Background

2009/09--2013/07 Guizhou University（“211”Project ） English Bachelor

## Qualification

2013/03 TEM8

2013/06 High School Teacher Certification（English）