**Resume**

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

## 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：**

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 30 American universities according to USNEWS, top 3 Canadian Universities according to Maclean’s magazine; UK G5 Super Elite universities, Australian Five Star 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 various visas for customers;

4. Applied for overseas study for students.

### 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; developed the class learning environment; organized students' activities like class meeting, monthly extracurricular activities, school sports meeting and art show, etc.;

3. Taught English courses and completed the teaching tasks.

## Education Background

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

## Qualification

2013/03 TEM8

2013/06 High School Teacher Certification（English）