

## RESUME

**Name:** Scarlett

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**Languages:** Mandarin/ Cantonese; English (excellent) ; Japanese (primary)

**Interests:** painting, reading, surfing on line, hiking etc.

### **Educational Background:**

|                         |  |
|-------------------------|--|
| Sept.,1993 — July,1996  | English Education, 3 years in Daxian Normal College  |
| Sept.,1996 — Dec.,1999  | BA in English Linguistics& Literature of Sichuan University  |
| Sept., 1998 — May,2000  | Translation & Interpretation (MA Program), 2-year in Guangdong University of Foreign Studies (GDUFS) |
| Sept., 2002 — June,2004 | The 2 <sup>nd</sup> Bachelor's Degree in International Economy and Trade, 2-year in GDUFS            |

### **Certificates**

I obtained the Certificates of English Interpretation Advanced / Intermediate Level ( 1<sup>st</sup> / 2<sup>nd</sup> Level) and English Translation Intermediate Level (2<sup>nd</sup> Level) respectively by passing the NAETI exams jointly held by the National Education Examinations Authority and Beijing Foreign Studies University in 2003 and 2004.

I obtained the Qualification Certificates of Proficiency for Translation and Interpretation 2<sup>nd</sup> Level respectively by passing the exams held by the Ministry of Personnel of the P.R.C. in 2004.

I obtained the certificate for the First Level among the 2<sup>nd</sup> Class in National Mandarin Test.

### **Work Experience:**

|               |  |
|---------------|--|
| 1993-1996     | Child painting tutor for half a year (part-time) in Dazhou city                            |
| 1996--1998    | English Teacher and librarian in the Institute of Dazhou CPC Committee                     |
| 1998--2000,8  | English teacher, translator/interpreter in GZ  |
| 2000.9-2001.2 | Assistant to the president of an American shopping center management company in Shantou,GD |

- 2001.4-2001.10      Project Assistant in the Guangzhou Office of Holt International Children's Service
- 2001.11—present      First as a part-time, then a full-time translator and interpreter in Onebond Translation Service Co. Ltd.
- 2002.9—2004.7      Studying International Economy and Trade for the 2<sup>nd</sup> Bachelor's Degree in GDUFS.
- 2004.7---2005.8      Work as Project Assistant and Translator of the Investment Department in Guangzhou Chemical Enterprises Corp. My responsibility includes collecting, translating and compiling relevant information in chemical industry, developing potential partners and customers, attending various kinds of business conference and exhibitions, translating papers, reviewing and revising draft contract of joint-venture in accordance with laws and regulations of China as well as international practice.
- 2005.9—Now      Freelancer in Beijing and Guangzhou; trainee in the Conference Interpreter Training Program cosponsored by UIBE and DG Interpretation EU.