

# ZHOU Meng (Mona)



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## EDUCATION

**2011.7-2012.12** University of New South Wales  
**Master of Arts in Interpreting & Translation**  
Grades: 81/100 Distinction Average

**2007.9-2011.7** Nanjing University of Posts and Telecommunications  
**Bachelor of Arts in English**  
GPA: 3.859/5.0 Ranking: 1<sup>st</sup>(out of 69)

## ENGLISH PROFICIENCY & TRANSLATION SKILLS

**English:** **TEM-8**(Test for English Majors-Band 8) Good  
**IELTS** 7.5/9.0  
TEM-4 (Test for English Majors-Band 4) Excellent

**Translation:** **NAATI**(National Accreditation Authority for Translators and Interpreters of Australia) **Professional Translator(C-E; E-C)**  
CAT Tool (TRADOS, memoQ)

## AWARDS

**2010.10** Third Price in **the First Sci-tech Translation Contest** held by the Science and Technology Translators Association of Jiangsu Province

## VOLUNTEER EXPERIENCE

**2012.8—2012.11** Marrickville Intensive English Centre, Marrickville, Sydney

- **Tutor**  
Provided tutoring skills to help Year 3-10 students with their English and Math homework

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**2011.10—2012.10** Metro Migrant Resource Centre, Campsie, Sydney

- **Interpreter and Translator**  
Provided interpreting services in Legal Advice Workshops and Australia Citizenship Exam Preparation Workshops

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**2011.12—2012.1** UNSW Community Development Project

- **Interpreter and Translator**  
Interpreted in Mandarin during community activities (such as Trip to Mount Anna Botanic Garden)  
Translated many flyers and a few other documents about community activities

## WORK EXPERIENCE & INTERNSHIPS

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**2011.11—2012.1**

CPM Asia Pacific

- **Field Sales Representative for Optus Products** in Sydney, which intensively improved my communication skills  
Received high evaluation from the team manager, fellow teammates as a "team person" who loved to take care of the whole team and prepare materials for other

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**2011.3—2011.4**

Yilin Press(Nanjing, Jiangsu Province, China)

- **Intern editor**  
Proof-read *Academic History Study of Cervantes* before publishing (by CHEN Zhongyi, ISBN: 9787544715980)  
Wrote book reviews, analyzed potential market, reviewed the translated version

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**2010.12—2011.1**

Beijing New Oriental Vision Consulting Co., Ltd

- **Mandarin-English translator**  
Composed, edited, and translated application documents for U.S. Universities (such as University of Wisconsin-Madison, Ohio State University, and Syracuse University).

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**2010.7—2010.8**

Shenyang Agricultural University

- **Intern translator**  
Successfully translated several Chinese academic papers into English  
One of the translated papers is published in the journal of **IEEE** (Institute of Electrical and Electronics Engineers)

## SELF ASSESSMENT

- A Quick & Diligent & Studious Learner
- A Detail Person
- A Trustworthy and Responsible Team Player
- Can Work Under Pressure