



Liu, Qing

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Female 31 Years old (1989/08/06) Living in Shanghai-Pudong 8 Years

Recent Work

Position: English Translator
Company: Cigar Ambassador
Industry: Print Media/Publishing

Highest Degree

Major: English
School: Xuzhou Institute of Technology
Degree: Bachelor

Work Experience

2017/10-Present **English Translator**|editorial office

Cigar Ambassador [3 year and 4 month]
Print Media/Publishing|BELOW 50 PERSON|Private Comp.

- Description:
- 1.Find cigar news and professional articles and translate into Chinese
 - 2.Translate Chinese activities report to English
 3. Translate English cigar books to Chinese
 - 4.Translate Chinese magazines to English
 5. Translate cigar handbook from English to Chinese

2015/10-present **Mandarin teacher**

New Concept Mandarin [5year and 7 month]
Education/Training/Universities and Colleges|150-500|State-Owned Comp.

- Description:
- 1.Teach foreign students from Germany, Australia, Korea, Peru, Columbia, Brazil and other countries Mandarin.
 - 2.In total, I have taught at least 20 foreign students.
 - 3.Now I am teaching 7 students

2014/11-2017/8 **English teacher**|Primary Interpretation

Only Education [2 year and 9 month]
Education/Training/Universities and Colleges|150-500|State-Owned Comp.

- Description:
1. Teach students NCE1,2,3, Alo7 English for kids, International Phonetic System, Grammar for Primary School students, Preliminary Interpretation;
 2. Communicate with salespersons;
 3. Communicate with students' parents;
 4. Do some jobs about teaching and research.

2013/10-2014/8 **Trainer**|Sales Department

Rocky English [10 month]
Education/Training/Universities and Colleges|150-500|Private Comp.

Description: 1.During the first 3 months, I did English assessment and introduced courses for the intention students. At the same time, I need to develop my sales skills to communicate with customers.

2.Next I took charge a special testing project.I tested students in order to arrange classes which are most suitable for them and press for payment afterwards. To some extent, I taught student English so that they can achieve the value of our classes.

3.Preliminary work and the later work are inclined to communicate with students one to one. This work has developed my good communication ability, affinity service attitude and professional oral English.

Education

2009/9-2013/6 **Xuzhou Institute of Technology**
Bachelor|English

Description: From 2009 to 2013, I studied in Xuzhou Institute of Technology for a bachelor degree.

Skills & Speciality (Including IT skills、languages、certifications and trainings)

Certifications

2013/4 **TEM Level 8** (pass)

2015/9 **Advanced English Interpretation** (pass)

2012/4 **TEM Level 4** (pass)

2011/9 **National Computer Rank Examination Level 2** (pass)

2010/11 **Mandarin Certificate** (Second Grade)

Self Review

Active
Attractive
Creative
Cooperative
Communicative
Imaginative
Innovative
Initiative

Supportive 18570045172