

Lin WU

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Language combination: Chinese-English; English-Chinese

EDUCATION

Michigan State University (MSU) Michigan, USA
The College of Arts and Letters
B.A. of English Language and Literature

WORK EXPERIENCE

Present Ohio, USA
Event Planning Intern (**International Friendships**) March 2018-Present

- Plan major activities and analyze existing publications, flyers and social media posts
- Create written event guides, including procedures, processes and instruction manuals

Part-time English teacher April 2017-Present

- Teach Chinese high school students one-on-one online and make study plans for them

Freelance translator and proofreader January 2016-Present

- Translate business contracts, legal documents and researches for multiple customers
- Instruct over 300 students' translation homework and help them improve

Previous

MSU Bridges International Michigan, USA
Student Leader January 2016 – January 2018

- Organized weekly events by creating activities and posted regularly online
- Manage language partner program to help internationals practice spoken English

China Merchants Bonded Logistics (CMBL) Shenzhen, China
Intern at the Marketing Department June 2017 – August 2017

- Translate Chinese documents into English and revise English documents
- Search for English articles online about e-commerce and extract the main points.

Xiangyu Summer School Hebei, China
Assistant Manager May 2016 – August 2016

- Provided marketing plans and suggestions to help the school get more profit
- Led a team by allocating tasks for staff members and supervising their work

MSU Department of Culinary Services Michigan, USA
Food Service Assistant January 2015 – December 2015

- Greeted, hosted and assisted customers during the service time

SKILLS

- **Native in Chinese and fluent in English**
- **Proficient in SDL Trados**
- **Proficient in Microsoft Office Suite**