



XIAOJIE MA

Age: 23

tel: 18844108281

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City: Fuyang, Anhui

Social practice:

Actual work: Position: Cashier and Portuguese Translator 2020/7-present

Company: Brazil Industrial Investment Co., Ltd. (Anhui Fengyuan Group)

Main responsibilities: document review and control, cashier, foreign exchange operations, docking with banking institutions, accounting and auditing firms, financial and other document translation, insurance, etc.

Internship:

1. **Company:** Training Center of the Ministry of Commerce

Position: Assistant 2019/9-2019/11

Main Responsibilities: Interpreter for foreign officials; Interpretion for Sogou company and Qingdao Water Conservancy Company during a business trip visit; draft and translation of leadership speech; training courses and daily activities arrangement and organization; personnel information registration, data processing, etc.

2. **Company:** Renrui Group

Position: Portuguese video Labeller 2020/1-2020/5

Main responsibilities: Brazilian Portuguese videocontent review, detailed video classification processing.

Part-time job: have been engaging in Portuguese translation and translation, mainly including contracts, company profiles, product introductions, market survey questionnaires, literary translations, etc.

Personal evaluation:

• **patient and meticulous.**

In work, have a high sensitivity of data, pay attention to every detail, and complete tasks with high accuracy.

• **Focus on communication.**

Ability of finding the relevant personnel to communicate and solve the problem immediately, without delay, and strive to solve the problem in a timely manner.

• **Conscientious.**

• Will take the initiative to follow up on responsible matters without delay, and have high quality requirements, never perfunctory.

Volunteer experience:

Main responsibilities: during the “Fifth National College Student Internet+”, connecting with experts from various regions of the country, and timely feeding back information; promote the competition process and promote the successful holding of the competition;