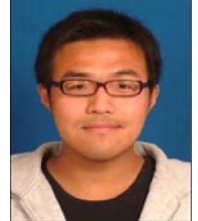


## Resume

### Basic Info.

Name:	Cao Liang	Gender:	Male
Date of Birth:	1984/3/31	Residency:	Xian
Yrs.of Experience:	>4 years	Email:	caoliang0331@sina.com
Mobile Phone:	086-13772482531		
Home Tel:	086-029-85575310		
Hukou:	Shaanxi		
Address:	Xi'an Yan ta District		



### Self Assessment

Over 6 years study abroad (Dubai, UAE) ; won various English speech competitions; over 3 years' experience as translator; excellent command of English; outstanding interpersonal skills and ability to work in an international environment; team player; good at multi-tasking.

### Career Objective

I can start:	Immediately
Type of Employment:	Full-time
Desired Industry:	Architectural Services/Construction ; Utilities/Energy ; Government ; Pharmaceuticals/Biotechnology ; Automobile & Components
Desired Location:	Xian ; Shanghai ; Beijing
Desired Salary:	Negotiable /Month
Desired Position:	English Translator ; Admin Staff/Assistant ; Marketing Assistant / Trainee

### Work Experience

2009/7--Present: International House Xi'an(50-150 people )

Industry: Education/Training

#### **International Marketing      International Marketing Director**

Currently the International Marketing Director for the China Headquarters of International House World Organization of language training institutes, Main tasks include the Development of the international market for the school, and high level dialogue with key partners.

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2009/2--2009/5:Plan International

Industry: Non-Profit Organizations

#### **Water and Sanitation      Assistant/Translator**

Worked in the well known international NGO as the project translator/assistant on Water and Sanitation projects in Earthquake affected regions in Sichuan and Shaanxi provinces. Tasks include providing project co-ordination, project related research, on site interpretation for official govt. meetings and commercial biddings, translation for technical manuals and designs etc.

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2005/5--2008/11:Freelance

Industry: Others

**Freelance Translator/Interpreter English Translator**

Worked on the translation and interpretation of a variety of fields.

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2005/3--2005/4:Xi'an Tang Paradise

Industry: Others

**Translation English translator**

Important member of the translation team for English signs, illustrations and introductions of Tang Paradise theme park in Xi'an.

Achievements: Important member of the translation team for the scenic spots of the Tang Paradise.

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2004/7--2004/9:Xi'an Bell English Training Center

Industry: Education/Training

**English training Part-time Teacher**

English teacher of New Concept English book 2

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2004/7--2004/9:Shaanxi Provincial library English training center

Industry: Education/Training

**English training Part-time Teacher**

English teacher of New Concept English book 2

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### Project Experience

2009/10 -- 2009/10 : Euro-Asia Economic Forum English translation

Project Description: English translation and proof reading for the Euro-Asia Economic Forum held in Xi'an.

Responsibility: Provided translation and proof reading services for the 2009 Euro-Asia Economic Forum held in Xi'an

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2009/2 -- 2009/5 : Water and Sanitation construction

Project Description: Water and Sanitation construction projects for Plan International in disaster hit regions in Sichuan and Shaanxi provinces.

Responsibility: Was the translator, interpreter and assistant for the Wat.San project team, tasks include secretarial and administrative work as well as technical translation and interpretation

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### Education

2007/9 -- 2009/6

Yan An University

English

Bachelor

Participated in various national wide English speaking competitions and was awarded many top honors; Worked as a freelance translator/interpreter during the whole period (no less than 30 hours/week)

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2004/9 -- 2007/7                      Xi'an International Studies University      English                                      Associate  
Worked as a freelance translator/interpreter since 2005 (no less than 30 hours/week)

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1998/9 -- 2003/6                      Xi'an number 91st Middle school                                      High School

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(Overseas) 1996/2 -- 1998/1      Indian School Muscat                                      Junior High  
Fifth-Seventh grade

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(Overseas) 1992/9 -- 1995/12      Dubai Scholars School                                      Others  
second to fourth grade

### Certifications

2009/6                                      TEM Level 8

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2007/6                                      TEM Level 4

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2005/6                                      First award in the 2005 CCTV Cup  
National English Speaking Competition  
Shaanxi provincial finals

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2005/4                                      Second place in the Xi'an International  
Studies University English Speaking  
Competition

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2003/9                                      Second award in the first Shaanxi Radio  
English speech competition

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2003/6                                      Single highest score in English in  
Shaanxi province during the 2003                      148/150  
National College Entrance Exams

### Language Skills

English (Excellent ):                      Listening&Speaking(Excellent ) , Reading&Writing(Excellent )  
Grade of English:                      TEM 8