

Resume

Carol Li

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Objective

- To be hired as an English/Chinese Bi-directional Translator

Education

Capital Normal University

Completed in June 2015

- Chinese Literature, Bachelor of Arts

Beijing, China

Work Experience

DailyArt (Part-Time)

October 2020 – Present

Chinese-English Translator

Burnaby, BC

- Translate English articles into Chinese (Traditional/Mandarin) and vice versa
- Proofread translated works and deliver them on time
- Communicate and cooperate with other translators to double-check errors or typos

VanPeople Network Ltd.

June 2021 – November 2021

Associate Editor

Burnaby, BC

- Edit, translate and proofread the English article and content published on websites
- Evaluate articles and deliver content that is informative and engaging
- Check content for accuracy and ensure that it complies with copyright

CCS Education & Hua Jia Di Experimental Primary School

July 2015 – June 2021

Mandarin Language Instructor

BC, Canada & Beijing, China

- Provide Mandarin language instructions to students of different grades
- Translate Chinese expressions into English words for students
- Ensure learning materials are attractive to local students and parents

Skills & Certifications

- Native level of Chinese (Mandarin and Traditional) speaking and writing
- Proficient in English writing and Chinese-English bi-direction translation
- IELTS Academic score: 7.5
- Microsoft Office: Proficient in Excel, Word, PowerPoint