**Xiao Diming, Nathan**

**Personal Information:**

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**OBJECTIVE:**

To provide the best ever freelance solution for your needs with highest quality to your fullest satisfaction

**EDUCATION:**

* MA, **Religious Studies**, Yunnan Nationalities University, Kunming
(2004.9 – 2007.7)
* BA, **Tourism**, Yunnan Nationalities University, Kunming
(2000.9 - 2004.7)

**QULIFICATION & CERTIFICATIONS:**

* China Accreditation Test for Translators and Interpreters (CATTI) of translator Level II, by the Ministry of Personnel of the People’s Republic of China.
* Passed CET (College English Test) Band 6

**EXPERIENCES:**

* **Freelance English Teacher (Present)**
* Teaching at Yunnan University of Finances and Economics
* **Freelance Translator (Present)**
* Working as freelance translator
	+ Sunrise Foundation (Hong Kong), as a freelance translator
	+ Working with local art community in Kunming, including organization like Heyday Collection, Yuan Xiaocen Art Museum etc., and other independent artists, as a freelance translator
	+ Working with Sincere Translation and Consulting Services Co, Ltd, as a freelance translator
	+ Working with Yunnan Health and Development Research Association (YHDRA) as a freelance translator
	+ Working with TCG Nordica Culture Center as a freelance translator
	+ Yunnan New Joy Consulting Services Ltd Co / Chinese and English translation (2006)
* Working as freelance interpreter
	+ With the simulations interpretation team at Kunming Trinity International Church
	+ Worked as an interpreter for Morris Cerullo Ministry World Evangelism Campaign China (2011, 2009)
	+ Worked as an interpreter on a Community Development Training hosted by Partner in Hope Kunming Office (2010.8)
	+ Worked as an interpreter on a more than 300 people attended conference (2008.9)
	+ Worked as a translator for Price Water House Coopers (PWC) / Asia Pacific Senior Manager Leadership training program in Yunnan(2008.6)
	+ Kunming Destiny Consultation Company Ltd / interpreter (2006.10 – 2006.11)
* **Minds Aboard Chinese Training Academy (America)
(2009.1 – 2009.6)

Job Title:** Program Associate

Responsibilities include:

* Reporting directly to General Manager based in New York, the USA
* Working as content writer for internet marketing
* Recruiting employees
* Enrolling perspective students from all over the world
* **Yunnan Danyun Fair Trade Development Co., Ltd.
formerly Kunming Danyun Business Affairs Consulting Ltd (Denmark) (2007.9 – 2008.9)

Job Title:** Cross Cultural Consultant.

Responsibilities include:

* Training materials development, translation and execution
* Translation and interpretation within the company and for customers
* Application of Fairtrade Labeling Organization (FLO) certification. The process requires close liaison with FLO-CERT(the certificate body) in Germany , internal departments in Kunming China and business partners around mainland China
* Planning and budgeting for Geo-venture tour groups
* **Yunnan University of Finance and Economics** **(2006.9 – 2006.12)**Assistant teacher for foreign teachers
* **Yunnan Overseas Travel Corporation** **(2006.1 – 2007.5)**
Part-time tour guide to foreign teams (Americans, Australian, tourists from South East Asian countries, etc)
* **Freelance Cultural Exposure Trainer (2006 – 2007)**Conduct Chinese Culture Exposure program for foreigners
* **Kunming Foreign Language Center (2005)**Worked as a part-time CET4 teacher.

**SKILL:**

* Microsoft Office applications like Word, PowerPoint, Excel, Outlook
* Trados
* Adobe applications, Acrobat, Photoshop
* Internet searching