

JING MIN

min@middlebury.edu | 315-480-3486 | [linkedin.com/in/jingmin19/](https://www.linkedin.com/in/jingmin19/) | leylaijing.com

EDUCATION

Syracuse University, College of Arts and Sciences, Syracuse, NY | May 2022

Bachelor of Arts, International Relations | German Language, Literature and Culture

GPA:3.48

Middlebury Institute of International Studies at Monterey, Monterey, CA | May 2024

Master of Arts, Translation & Localization Management | Concentration on Chinese-English

GPA: 3.77

VOLUNTEERING EXPERIENCE

Translators for Elders, LLC, Monterey, CA, USA

Marketing Specialist, 09/2023- Current

- Create engaging and compelling content for social media platforms and official website.
- Design marketing collateral, including flyers, and promotional materials, etc.
- Assist in public relations initiatives and community outreach efforts to enhance brand visibility.
- Take charge of creating and managing content for the help center, ensuring accurate and helpful information.
- Assist with event promotion efforts.

Help Center Specialist, 11/2022- 09/2023

- Create help center contents, including but not limited to written and video instructions
- Collaborate with the website development team, DTP team, and project managers to publish, translate, and localize help center contents
- Design and update a help center webpage on TFE website
- Record and edit walk-through videos; write video scripts
- Improve help center content strategy and optimize the workflow to enhance team-work efficiency
- Identify, document, prioritize, and report client and volunteer feedback to improve help center contents

INTERPRETING EXPERIENCE

Interpreting Services, LLC, Syracuse, NY, USA

Medical Interpreter, 10/2021-06/2022

- Provide medical interpretation service to local Japanese and Chinese patients in Syracuse
- Process patients for check-in and check-out procedures and make them follow up appointments
- Interpret symptoms for patients to the doctors
- Relate doctor instruction to patients
- Help patients obtain prescriptions

TEACHING EXPERIENCE

New Oriental Education & Technology Group, Beijing, China

Teaching Assistant, 11/2017 - 05/2018

- Helped students master learning concepts through one-on-one and small group tutoring

- Prepared lessons and implemented curriculum for 15 students
- Maintained open office hours for individual tutoring (answered student questions, clarified basic concepts, helped students understand the lecture)

Capital Primary School – Beijing, China

German Tutor, 11/2017 - 12/2017

- Assisted students with homework by explaining grammatical concepts and implementing conversational practice
- Communicated with parents and teachers about student progress in individual and group sessions using student feedback and assessments
- Tutored 26 students in German, resulting in 12 receiving highest grade possible

CAMPUS INVOLVEMENT

Syracuse University Goldstein Food Service Center, Syracuse, NY, USA

Supervisor, 09/2021-05/2022

- Responsible for preparation and food ingredient distribution
- Manage employee performance order and assisted in attendance tracking
- Assign customer feedback and employee satisfaction survey, report to manager in timely manner
- Handle financial transactions during cashier shifts

ENTREPRENEURIAL EXPERIENCE

MotorCN, Syracuse, NY, USA

Shareholder, 03/2021-03/2023

- Partner with a local dealership (Kowalik Enterprises) to facilitate access to Chinese customer market in Central New York
- Educate Chinese students about the process in purchasing vehicles in Syracuse
- Translate Chinese-English to mechanics for customers when car repairs are needed
- Sponsored Chinese Association Moon Festival to promote Chinese culture on campus

FINANCE EXPERIENCE

China Everbright Bank, Beijing, China

Sales Consultant, 05/2017-08/2017

- Educated customers about the business and recommended appropriate services
- Enrolled 6 stable fund clients to the company and generated \$6,000 in revenue
- Solved basic business problems for customers and actively coordinated and communicated with other departments

SKILLS

Software: Excel, Word, Power-Point, iMovie, Photoshop, Xcode

Game Production: Unity, Figma, Game Maker, Android Studio,

Management: Jira

TMS: Phrase, Transifex, Crowdin, Smartling, Smartcat, Trados, XTM Cloud, Localize, MemoQ, Wordbee

Languages: Madarin, English, German, Japanese

Social Media: Instagram, Facebook, WeChat, LinkedIn, YouTube, TikTok

Frontend: Python, JavaScript, HTML, CSS, C++