**Jing TANG** +86 186 1203 8795

 mollietang@gmail.com

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| * **EDUCATION**
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Beijing Foreign Studies University, double majored in management and English literature, both taught in English. Sep.2005-June, 2009

Business courses: Human Resources Management, Marketing, Basic Accounting, Supply Chain Management, etc.

 English courses: Listening, Speaking, Interpretation, Translation, Business writing.

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| * **EXPERIENCE**
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**Program Manager, Half the Sky Foundation Sep. 2012-Dec.2013**

Half the Sky Foundation is an international NGO focusing on improving the welfare of orphans throughout China. It has five main programs based on children’s age groups.

Lead a five-member-team to implement monitoring and evaluation as to ensure five programs’ quality.

Drafted annual program budgets according to program expansion needs and staff turnovers.

Collected and analyzed data and kept supervisors well-informed about program progress and risks.

Organized 4 trainings each year for 40-100 staff.

Checked program expenditure.

Delivered training to 15 office staff to update program information and strengthen team work.

Interviewed and coached new team members.

Drafted program progress reports to sponsors.

**Senior Program Coordinator, Half the Sky Foundation Aug.2011-Aug. 2012**

Maintained program database and kept it updated.

Delivered accurate interpretation for meeting and training.

Organized online learning forum among frontline staff to promote life-long learning.

Translated and formatted 2 books from Chinese to English which were now published for internal use.

**Program Coordinator, Half the Sky Foundation Oct. 2009 -July.2011**

Collected information on program progress and risks.

Supported team members of different ages and backgrounds and assisted them with work.

Translated correspondences from English to Chinese and vice versa to ensure fluent communication between English-speaking and Chinese-speaking staff.

Assisted with the translation and formatting of materials.

* **REVIEW FROM LAST EMPLOYER**

Jing has a strong can-do attitude and acted positively to new ideas.

As a team leader, she knew her members well and made use of their strengths.

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| * **SKILLS**
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Language: fluent English；

Computer: proficiency in Microsoft Excel, Word and PPT. Basic Photoshop.

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| * **CHARACTER AND HOBBIES**
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* Valuing detail, honesty, integrity and responsibility.
* Photography, gardening and hiking.

**唐静** +86 186 1203 8795

 mollietang@gmail.com

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| * **教育背景**
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北京外国语大学, 管理学与英语文学双学士；英文授课。 2005.9-2009.6

管理学课程: 人力资源, 市场营销, 基础会计等。

 英语课程:口译、笔译、商务英语等。

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| * **工作经历**
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**项目经理, 半边天基金会 2012.9-2013.12**

半边天基金会是一家致力于改善中国福利院孤残儿童生活福利的美国基金会。根据儿童年龄阶段，在全中国50多家福利院开展儿童教育项目。

带领5人团队通过监督和评估，维护5个项目的项目质量；

与其他部门合作，根据项目人员变动与扩张需求等制定项目年度工作计划；

收集并分析项目信息，保证上级了解项目进展和存在的问题；

每年组织4次员工培训，负责预算制定、人员联络、会场布置、培训反馈及财务决算等；

核实项目实际支出；

组织针对15名办公室员工的培训，帮助他们了解项目知识并促进团队协作；

招聘并辅导团队新成员；

协助攥写组织年度工作报告。

**项目高级协调员，半边天基金会 2011.8-2012.8**

维护并更新项目数据库；

为公司培训和会议提供精确的口译服务；

组织一线员工网络学习论坛，鼓励员工不断学习；

翻译并排版了两本内部使用书籍，现已出版。

**项目协调员，半边天基金会 2009.10 -2011.7**

收集项目信息，了解项目进展和风险；

为团队中不同年龄和文化背景的成员提供各种支持；

提供项目文件中英文互译，保证中国员工和国外员工之间的顺畅沟通；

协助项目教材的翻译和排版工作。

* **上级评价**

她是一个能动性很强的员工，在工作中总有很多新想法，对团队有启发性；

作为团队领导她非常了解团队成员，并善于创造机会让他们发挥自身长处。

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| * **技能**
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英文流利；

电脑: 熟练使用微软办公软件；基础Photoshop.

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| * **个性与兴趣爱好**
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* 注重细节, 诚实，正直有责任心
* 爱好摄影、园艺与徒步