

Xiaomei Mu

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1830 Jefferson Park Avenue, Apt 35, Charlottesville, VA, 22903, U.S.A.

EDUCATION

University of Virginia, Charlottesville, VA

Master of Arts in Linguistics (Concentration: Anthropological Linguistics)

05/2009

GPA: 3.90/4.0

Beijing Foreign Studies University (BFSU), Beijing, China

Bachelor of Arts in English (Concentration: Interpreting)

06/2007

Overall GPA: 3.50/4.0 Major GPA: 3.70/4.0

EXPERIENCE

Graduate Teaching Assistant, Chinese, East Asian Center, University of Virginia

Charlottesville, VA

09/2007 – 01/2009

- Assisted in lecturing Chinese at all college levels, from Elementary Chinese to Advanced Readings in Modern Chinese, applying ‘5C’ to create student-centered activities in class
- Led class discussions by creating a mutual learning atmosphere and integrating cultural knowledge with language teaching
- Assisted in organizing Chinese Corner, which attracts learners and native speakers of Chinese each week to gather together, communicate, and share their cultural perspectives in Chinese

Correspondent, *China Daily*, a Well-known English Language Newspaper in China

Beijing, China

09/2006- 06/2007

- Cooperated with *China Daily* to organize English debate contests on campus under the auspices of Foreign Language Teaching and Research Press, one of the largest publishers in China, attracting 24 debating teams from 10 major universities in Beijing
- Translated 4 Chinese articles on Web-based language shift into English, and introduced contributions for *Language Tip*, one of *China Daily*'s online columns

Interpreter and Liaison Person, United Nations Educational, Scientific and Cultural Organization (UNESCO)

Beijing, China

11/2005

- Provided interpreting service for media interviews and transcribed press conferences in UNESCO's 5th High Level Group Meeting on Education
- Assisted the Chinese Ministry of Education to arrange meetings, and facilitated efficient communication between Chinese Ministry of Education and United States Agency for International Development (USAID)

Teaching Assistant, International English Language Testing System (IELTS),

New Oriental School

Beijing, China

08/2005

- Prepared 21 middle school students for the speaking test of IELTS, conducted mock interviews with students in English with given topics, and familiarized them with background knowledge of English-speaking countries as well as useful communicative and descriptive expressions

Improved students' speaking proficiency a great deal within two months (16 out of 21 students, who originally scored a 4 or 5 (on a 9 scale) in IELTS speaking, got 6.5 and above after two months' intensive training)

**HONOR
AND
ACTIVITIES**

Volunteer with Friends of Nature, an Environmental Non-government Organization under the Ministry of Civil Affairs in China
Beijing, China 03/2007-06/2007

- Published translation work of *The Environmental Impact of China's First Five Year Large-scale Projects* in *Green Book of Environment 2007*, the first annual report of China's front line environmental protection policies

Editor-in-chief, Touch, a Known-to-all School Paper in BFSU
Beijing, China 09/2005- 05/2006

- Produced a monthly paper that reported on campus life, voiced assents and complaints among students through campus interviews, and covered thought-provoking and controversial issues on campus, such as social acceptability on homosexuality and unfair treatment of female undergraduates in job hunting etc.
- Cooperated with BFSU's Radio Station to publicize major school activities and appealed to students' participation and interaction

Vice President of Students' Association, BFSU

President of Department of Office, a Division of Students' Association, BFSU
Beijing, China 09/2005- 06/2006

- Planned and administrated English Carnival, BFSU's largest event of the year that included Serial Celebrity Talks, the 10th Top 10 Singers Contest in BFSU, Creative DV Show etc., and recruited 10 sponsors, including Nestlé, Sony, Club Tang, Starbucks and others for our English Carnival
- Initiated the 1st International Gourmet Festival and the 1st Capital Universities T-shirt Design Contest
- Awarded Excellent Leader of the University, 2005 and 2006

Vice President of Department of Office, BFSU
Beijing, China 09/2003- 06/2005

- Participated in project creations, and wrote proposals to recruit sponsors for school activities
- Processed expense documentation for projects and prepared month-end and annual reports
- Was in charge of *Spotlight*, a column in *Touch*, and wrote articles based on the interviews with the graduates and alumni of BFSU and was instrumental in advising senior students of their job hunting options

Member of Movie Club, BFSU
Beijing, China 05/2004

- Designed posters for "Yesterday, One, More", BFSU's 9th Movie Festival
- Wrote movie reviews on Ang Lee's Father Trilogy for the propaganda brochure of BFSU's 9th Movie Festival

**LANGUAGE
PROFICIENCY**

Chinese (native); **English** (excellent); **French** (reading and writing proficiency)

**COMPUTER
SKILLS**

Frequent user of MS Word, Excel, PowerPoint; able to utilize Internet resources

INTERESTS

Traveling, photography, badminton, design, fashion, reading, movies and music