

**EUROPEAN
CURRICULUM VITAE
FORMAT**



PERSONAL INFORMATION

Name **MO SURONG 莫素荣**

Nationality

Date of birth

WORKING EXPERIENCES

• Date (From_ to 15/07/2016——30/09/2016

• Type of business or sector Foreign Trade and Economic Relations

• Occupation or position held Intern – director assistant

- Main activities and responsibilities
 - collect and sort out all information related;
 - assist organizing periodic meeting among the group;
 - help receive foreign delegation;

• Date (From_ to 01/07/2017——

• Type of business or sector Education, Research and International Cooperation

• Occupation or position held Office assistant, translator

- Main activities and responsibilities
 - Translation & interpretation (for academic and scientific cooperation among Italian Universities, Chongqing University and local stakeholders)
 - Events assistance and coordination;
 - Marketing support, including WeChat, Weibo, official website and newsletter operation;
 - Office administration tasks.

• Date (From_ to 2015 till now

• Name of employee Different employees

• Type of business or sector English translation

• Occupation or position held Translator and interpreter (between Chinese and English)

- Main activities and responsibilities
 - Translation projects between English and Chinese in SISU with different topics like eco nomy, culture, tourism and so on.
 - Interpreting experience for Chongqing University with the topic 'soical work' (between English and Chinese)
 - Interpreting experience for the 6th China Italy Innovation Cooperation Week (between English and Chinese)
 - Several volunteer experiences (usually lasting one or two days)

EDUCATION AND TRAINING

• Date (From_ to -09/2015-06/2017

• Name and Type of Organization Sichuan International Studies University; Chongqing, China

providing education and training
 •principle subjects/occupational Skills Covered
 • Title of qualification awarded

Chinese language and culture; English—Chinese Translation; consecutive interpreting(between C and E); Simultaneous interpreting;interpreting studies; Sight interpreting; Computer Aided Translation (CAT); Topic-based interpreting; Translation project management; Intercultural communication; Business interpreting; French
 Master in English Translation and Interpretation

• Date (From_ to

09/2011-07/2015

• Name and Type of Organization providing education and training

Hunan Agriculture University

•principle subjects/occupational Skills Covered

Chinese language and culture; English literature; Intensive reading; English writing; Business English; Japanese;

• Title of qualification awarded

Bachelor Degree in English

PERSONAL SKILLS AND COMPETE NCES

ACQUIRED IN THE COURSE OF LIFE AND CAREER

MOTHER TONGUE

CHINESE

OTHER LANGUAGES

ENGLISH

- Reading
- Writing
- Oral

excellent
 good
 good

- Reading
- Writing
- Oral

FRENCH

basic
 basic
 basic

TECHNICAL SKILLS AND COMPETENCES

- Skilled use of office software (Word, Excel, Power Point)
- Experienced in the use of Chinese and western social media
- understand how to manager Mailchimp、 Newsletter
- have basic knowledge in website management

OTHER SKILLS NOT MENTIONED ABOVE

Attention to details; always a good listener and helper

OTHER INFORMATION

Open-minded to different cultures and views of world.

Chongqing, 10/10/2022