

**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 'social 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

<ul style="list-style-type: none"> • Name and Type of Organization providing education and training • principle subjects/occupational Skills Covered • Title of qualification awarded 	<p>Sichuan International Studies University; Chongqing, China</p> <p>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</p> <p>Master in English Translation and Interpretation</p>
<ul style="list-style-type: none"> • Date (From_ to • Name and Type of Organization providing education and training • principle subjects/occupational Skills Covered • Title of qualification awarded 	<p>09/2011-07/2015</p> <p>Hunan Agriculture University</p> <p>Chinese language and culture; English literature; Intensive reading; English writing; Business English; Japanese;</p> <p>Bachelor Degree in English</p>

PERSONAL SKILLS AND COMPETENCES

ACQUIRED IN THE COURSE OF LIFE AND CAREER

MOTHER TONGUE **CHINESE**

OTHER LANGUAGES

<ul style="list-style-type: none"> • Reading • Writing • Oral 	<p>ENGLISH</p> <p>excellent</p> <p>good</p> <p>good</p>
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<ul style="list-style-type: none"> • Reading • Writing • Oral 	<p>FRENCH</p> <p>basic</p> <p>basic</p> <p>basic</p>
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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, 30/05/2024

