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| IMG_8936_meitu_2**Ma Xiao Ran**(86)136-2124-1729 renee.mxr@gmail.comZhanlanguan Road #24, Xicheng District, Beijing(100037) |
| **Education** |
| **2014.09--****2016.07** | **China Foreign Affairs University, Master of Interpretation and Translation*** Top 30%

**Beijing International Studies University, English and International Studies, Bachelor of Arts*** **GPA**:3.57/4.0
* **Language:** TEM-8; CATTI Band 2; BEC-Higher; College-German-Test Band 4;
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| **2010.09--****2014.07** |
| **Personality** |
|  | * Confident, self-disciplined, good-humored;
* Good sense of responsibility, teamwork and able to work under pressure;
* Good communications and interpersonal skills, good coordination and organizational skills;
* Motivation and ability to relate to others in a multicultural and fast-paced environment.
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| **Work Experience** |
| **2015.01-****To Date** | **China Institute of International Studies (CIIS) English Editor** -- Think Tank of China's Ministry of Foreign Affairs, founded in 1956.* *China International Studies* (bimonthly English journal): translation and editing of works of domestic leading experts and scholars. Published translation such as *EU's Eastern Partnership and Russia's Response,* etc.
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| **2015.01--****2015.02** | **China ASEAN Business Council (CABC) Liaison Officer of Chinese Secretariat*** News Conference of China-ASEAN Free Trade Area Quarterly Report (Q4 of 2014): data collecting, analyzing, editing and translation;
* 2015 China-ASEAN Celebrating New Year & Enhancing Cooperation Activity:

Work in close liaison with sponsors, co-sponsors and award-winning enterprises; Prepare bilingual documents for the activity;Escort interpreter for Mr. Xu Ningning, Executive President of China-ASEAN Business Council. |
| **2014.01--****2014.04** | **Hill + Knowlton Strategies (H+K Strategies) PR Intern of Luxury &** **Marcom Team** **---**Top 10 Global Communications Consultancies with a Multi-Culture Environment. |
| **Luxury Team: Pomellato (Italian High-Jewelry Brand)**  **Brand Promotion & Maintenance*** Maintain and strengthen long-standing domestic media relations: monitor press coverage; organize photo-shooting requests of star-wearing-jewelry etc.;
* Pomellato 2014 Collection Preview in Beijing: logistics, coordination and liaison;
* Drafting, editing and translation of 2014 Pomellato new collection series incl. Pomellato Icon Movies, brand stories, product descriptions etc.;
* Official Sina Weibo Account (@Pomellato宝曼兰朵): maintenance and operation;
* Editing and copy-writing: newsletters, press release, competitor reports, media-monitoring analysis, and case study etc.
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| **Volunteer Experience**

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| **2014.09—****2014.10** | **APEC Finance Minister's Meeting and Related Meetings World Bank Liaison Officer*** Work in close liaison with World Bank Delegation and World Bank's Representative Office to China one month before their scheduled arrival;
* Coordinate and follow up the overall schedule of World Bank Delegation and assist China's Ministry of Finance to collect necessary information on the delegation;
* Responsible for schedule coordinating and conference escorting of Mrs. Seynabou Sakho, Managing Director and Chief Operating Officer of World Bank and Mr. Bert Hofman, Chief Representative of World Bank, China.
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| **2012. 07--****2012. 08** | **The 1st Forum on China-Africa Local Government Corporation Forum Liaison Interpreter*** Liaison interpreter to the Vice President of Uganda;
* Liaison officer to the Uganda Delegation;
* Necessary onsite conference coordination to assist Chinese People’s Association for Friendship with Foreign Countries (organizer) in National Convention Centre.
* Attend the dinner in honor of the delegations with the Vice President of Uganda in the Great Hall of the People.
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| **Student Activities** |
| **2010.06--****2012.06** | **Public Relation Department in the Student Union Director**As member: * Independently fulfill sponsorship to support school activities; sponsors such as China Unicom, Transemantix Institution of Interpretation & Translation etc.

As director: * Responsible for department recruitment, member-training, activity planning and implementing, and sponsorship from companies and organizations to support school activities;
* Work with other departments to carry out advertising campaigns for sponsors at school level.
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| **2011.10--****2012.10** | **Student Research Training Program Team Leader, Lead Author*** Set up a research team; Conduct a survey in Xi’an;
* Thesis themed *The Revival of Traditional Chinese Etiquettes and its Meaning*.
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| **2011.09--****2011.11** | **Junior Achievement, China Volunteer, Lecturer****---**The world's largest NGO dedicated to educating primary and middle school students about work readiness, entrepreneurship and financial literacy.* Carry out the "Our World" educational program in Beijing Hujialou Primary School;
* Lecturer in a 12-week educational program.
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