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| IMG_8936_meitu_2**Ma Xiao Ran**  (86)136-2124-1729 renee.mxr@gmail.com  Zhanlanguan 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; |
| **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. |
| **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. |
| **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. |
| **Volunteer Experience**   |  |  |  | | --- | --- | --- | | **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. | | | **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. | | | **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. | | **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*. | | **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. | | |