**Jianing Qu**

Keski-Suomen Opisto

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 **EDUCATION**

Kansas State University Manhattan, KS. USA

* **Master of Public Administration (MPA)** 09/2011- 05/2014

Department of Political Science

Hangzhou Dianzi University Hangzhou, Zhejiang China

* **Bachelor of Arts in English Language and Literature** 09/2007 – 06/2011

(French Language as minor)

Foreign Language Department

Beijing No. 14 Middle School Beijing China

* **High School Diploma** 02/2005-06/2007

 **Working/Internship Experience**

Envor Protech Oy 01-present/2015

**Project Manager**

* Asia Pacific and European regions marketing, sales, PR and coordination
* Compiling and reporting information and materials
* Translating & interpreting
* Project managements

AGCO Corporation 08-12/2014

Valtra Inc. Finland

**Marketing Assistant**

* Developing marketing plans in Asia Pacific market
* Assisting to develop marketing strategies in EAME market
* Drawing roadmap for China Turnaround Project 2019
* Coordinating and communicating
* Doing marketing researches
* Collecting and summarizing previous data
* Website designing and developing
* Translating and editing

United Nations New York Headquarters 05-07/2013

**Intern, Treaty Section/ Office of the Legal Affairs**

* Identifying authentic texts of treaties in their proper format
* Verifying the accuracy and completeness
* Matching the content with the corresponding record in treaty database and attaching them in the Treaty Information and Publishing System. (TIPS)

all of the Treaties authentic texts, its formats and completeness were successfully identified and included in the database.

Kansas State University 08-12/2012

**Research Assistant**, **Department Biological & Agricultural Engineering**

* Assisting in doing regular researches
* Reviewing research literatures.
* Executing experiments
* Analyzing research outcomes

CAAS (Chinese academy agricultural sciences) 05-08/2012

**Project Manager, Department of International Cooperation**

* Translating the bilateral cooperation contracts and agreements
* Oral interpretations
* Assisting in receptions of international delegations
* Conducting office administrative work
* Preparing training material
* Other coordination and office administration related work.

During my work in CAAS, I organized the visiting program of Mr. Erkki Kemppainen, Director General of MTT (Agrifood Research Finland) and his delegation to CAAS, and was responsible for the process of this program. Also, I was in charge of reception and orientation part of process of the visit delegation of University of Maryland, college park.

CAAMS (Chinese Academy of Agriculture Mechanization Sciences) 05–09/2009

**Project Officer/Intern, Department International Cooperation**

* Coordinating receptions of international delegations
* Translating documents
* Organizing trainings and related activities

Successfully organized the receptions of foreign delegations, arranged a series of academic development courses of these guests. I also assisted to organize self-development program of employees in our organization.

Hangzhou Newspaper Company10/2008-06/2009

**General Sales Agent**

* Responsible for all the newspaper sale agents in Xiasha region in Zhejiang, China (after being awarded as the top sales person of the year by the company).

  **Volunteer Experience**

**2008 Beijing Olympics Games**

Traffic consultancy

Information Management

Service Supply

**2007 Buffoon Carnival**

Distributing customs, food, props, etc.

  **Teaching Experience**

Hangzhou Dianzi University 08/2008 -05/2009

**Teaching Assistant, Department of Foreign Languages**

* Assisting instructor in teaching
* Being the guide of new undergraduate students and hosting orientations.
* Developing course materials and lecturing to introductory freshmen courses

Successfully completed my job and establish good friendship with the freshmen students.

**Language Tutor** 2007-2008

* Working as both English and Chinese instructor to improve language skills of several elementary school students in Hangzhou, Zhejiang.

Ensuring every student in my class session get improved of their language skills both in Chinese and English. Also establishing good interaction with my students on class, and dynamic relationship after class.

 **Honorary Membership**

[**OPSPASS**](http://www.facebook.com/groups/147884591932190/) (Organization of Political Science Public Administration & Security Studies)

* OPSPSS gathers us together to discuss about political affairs and events weekly, promotes professional knowledge and share different experiences of interests.

## Blue Key Senior Honor Society

## Catalyst Self Development Experience

## Blue Key has created a program to present ideas, discussion, and techniques to foster personal growth in areas important to individual achievement. Our program is a leadership development program that is dedicated to helping us deeply evaluate our future and ourselves. Catalyst program is led by distinguished members of Blue Key Senior Honorary, which offers great opportunities to get involved into important leader-development topics as we meet as a small group each week. In addition, the group events and our consistent engagements allow members to experience exciting leadership study and achieve our goals.

 **Honors & Awards**

◇ “The Most Creative” Award in the competition of the English Language Basic Skills

◇ The Award of Academic Scholarship in the Department Foreign language

◇ The award of the Scholarship in the work in the literary and artistic fields

◇ “Devotion Cup”, winner of “The Most Popular Person” in the Lecture competition

◇ “Olympic Enthusiasm, Personal Presentation”, winner of “The Third award” in the English Lecture competition

◇ “The Fourth Singer” award in the “Top 10 Singers Competition” of the Institution

◇ “The Excellent award” in the competition of the English Writing Sills

◇ “The Third award” in the Speech competition of issue about “Earthquake in Sichuan Province”

◇ Winner of the English Movie Dub Competition

◇ The 3rd winner and “the best performer of characters” in the campus drama competition.

◇ The 2nd winner of the competition of Aviation and Aerospace Rocket Model