



Ilaria Giacon

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A multilingual Masters graduate with excellent organisation and communication skills and strong drive.

Education

University of Edinburgh

MASTERS OF CHINESE STUDIES

Chinese language, international relations, political science, sociology. Dissertation on international migration to the PRC. Exchange semester at Fudan University, Shanghai (July - December 2017).

Anticipated November 2018

Edinburgh, UK

Ca' Foscari University

BACHELOR OF LITERATURES, LANGUAGES AND CULTURES

Chinese language, interpreting and contemporary society. Exchange semester at East China Normal University, Shanghai (September 2015-January 2016). Completed with first-class.

July 2016

Venice, Italy

Skills and Qualities

ORGANISATIONAL SKILLS

Planning and coordinating activities; managing large projects while reporting to colleagues and superiors; creating, planning and carrying out projects from scratch independently and in groups.

- ability to work under pressure; ● deadline oriented; ● successfully carried out both short and long term projects in academia; ● able to successfully coordinate academic studies with extra-curricular activities; ● organised cultural events for a festival as a volunteer.

LANGUAGES

Fluent in English (C2 spoken and written), Mandarin Chinese (B2 spoken and written), Italian (native).

- HSK Chinese language exam, level 4; ● excellent verbal and written English acquired through a 2-year Masters strongly focused on writing and verbal skills, and a study abroad experience in Dublin; ● familiarity with European languages (particularly Spanish) acquired through a 5 year study of Latin and ancient Greek.

COMMUNICATION SKILLS

Liaising effectively with people at different levels; negotiating; presenting findings to groups.

- managing projects at a postgraduate level; ● liaising with high-school age students as a teacher; ● liaising with people from multicultural backgrounds while living in China and in the UK.

ANALYTICAL SKILLS

Handling large quantities of information; interpreting data using qualitative and quantitative methods; ability to analyse sources in different languages; taking on board other points of view.

- completed Masters dissertation with an A; ● conducted research at a postgraduate level; ● ability to obtain information by translating and analysing a large variety of sources.

CUSTOMER FOCUSED

Ability to listen to clients' needs and assess client satisfaction with a focus on detail and quality; service oriented; strong interest in the Six Sigma methodology.

- experience with customers acquired by working 3 years in hospitality; ● completed a course on the Six Sigma foundations.

LEADERSHIP AND TEAMWORK SKILLS

Ability to take initiative and responsibility and to coordinate team members; strong problem solving skills; works well in multicultural teams.

- team leader of numerous academic group projects; ● volleyball team captain; ● being part of teams while working in hospitality.

PROBLEM SOLVING AND CREATIVITY

Ability to develop alternative approach and think laterally to solve problems.

- managing projects at a postgraduate level; ● being a part of a team of three working in a busy turistic restaurant.

IT SKILLS

Good level of computer literacy including word processing, using databases, graphics, Office 365.

- using Office 365 on a regular basis; ● advanced Excel, PowerPoint and Word skills; ● familiarity with Google documents and spreadsheets.

PASSIONATE: energetic; ambitious; growth oriented; hard working.

FLEXIBLE AND INNOVATIVE: easily adaptable; quick-learner; open-minded; curious.

SOCIABLE: good listener; cooperative.

Professional Experience

Interpreters Portal

FREELANCE INTERPRETER

- Phone interpreting of Mandarin, English and Italian;
- Helping clients in stressful situations;
- Cultural mediation.

October 2018 - present
Edinburgh, UK

New Vision Education Centre

ESL TEACHER FOR IELTS EXAM

- Lessons of English (writing, grammar, listening, speaking) to small groups or individual;
- Correction of homework;
- Preparation of mock tests.

July - December 2017
Shanghai, China

Hello Kids English Centre

ESL AFTER-SCHOOL TEACHER

- Lessons of elementary English to small groups of 5-6 years old children;
- Preparation of teaching material (slides, short videos, cards, homework);
- Periodically report to superiors, colleagues and children's parents on the progress made in class.

July - December 2017
Shanghai, China

Quality Link

HOSTESS

- Supervision of events, meetings, conferences;
- Welcoming guests;
- Attending tables.

October 2016 - April 2017
Edinburgh, UK

Vinitaly International Wine Festival

HOSTESS AND SALES ASSISTANT

- Organisation and supervision of wine tastings;
- Help in wine sales;
- Interpreting (English, Mandarin Chinese, Italian).

April 2016
Verona, Italy

Volunteer Experience

Incroci di Civiltà

HOSTESS AND EVENT ORGANISER

- Organisation of cultural events for the festival;
- Supervision during conferences;
- Escorting invited speakers around the city.

March 2016
Venice, Italy