



CONTACT

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📍 39100 Bolzano Bozen (IT)

LANGUAGE SKILLS

- Italian: Native speaker
- Chinese: Native speaker
- English: Advanced
- German: Fluent
- Spanish: Fluent
- French: Basic knowledge
- Korean: Basic knowledge

HOBBY

- Self-reflecting, meditation and socializing
- Reading about psychology, art of words, “Murphy’s Law” and EQ
- Organizing & planning every-day life
- Traveling for food and art
- Dancing, skiing, badminton, swimming
- Photography, drinking coffee, watching films except horrors

REFERENCES

- <https://www.linkedin.com/recs/received/?senderId=ariannaknering>
- <https://www.linkedin.com/recs/received/?senderId=martin-brandl-b0893617b>

JIA QI CHEN

PERSONAL EXPERIENCE

"Chinese Roots Summer Camp"

Four summers with various destinations in China and during the last summer camp in Japan too. During this time in China we took classes about Chinese language, culture, art and Kungfu in different universities such as BeiJing Chinese Language & Culture College or Jinan University. People participating to this were Chinese born and raised abroad from China. The objective of was learning about our mother country since we did not had the opportunity to do so living abroad, besides, meeting and getting to know new people from diverse background was always nice.

"Future We Want Model United Nations"

It is study program organized by Italian Diplomatic Academy about how to become a diplomatic. Classes about skills and knowledge needed for a diplomatic were conducted. It was an incredible experience and travel in NewYork with the opportunity to visit ONU and meet diplomatics and important figures from ONU and the organization itself.

EDUCATION

2021 – 2024

Bachelor of Arts (BA) - International Business & Management at Munich Business School (DE, Munich)

Bachelor Thesis: “Development of Artificial Intelligence in the Human Resources at Alpitronic ” - grade 1.0

2023

Erasmus - Master of Science (MSc) International Business & Management at SKEMA Business School (FR, Paris)

2024 – 2026

Master of Arts (MA) International Business | Corporate Finance at Munich Business School (DE, Munich)

LEADERSHIP SKILLS

- Digital skills: Microsoft Office, Google Tools, Research, Canva, AI
- Organizational skills: Time & task management, priority setting
- Initiating & Planning Projects (University of California, Irvine Division of Continuing Education I Coursera)
- Effective Communication - Business Writing (University of Colorado Boulder on Coursera)
- In Person & Remote Teamwork
- Interpersonal & Intercultural Competencies
- High adaptability and strong empathy
- Resilience and stress management

WORK EXPERIENCE

2015 – 2018 **Professor's Assistant** at Chinese School of Bolzano

2019 – Ongoing **Freelance Interpreter and Study Tutor**

Since high school I have been working as Translator for the Court of Bolzano (Italy), Caritas, lawyers and individuals. I have been mainly translating from Italian to Chinese and English and vice versa including confidential documents and more. As study tutor I help students in their studies in different and various subjects, not only by following and supporting them throughout their class and exam period, but also by suggesting study tips and providing personalized study plans or methodologies.

2020 – 2021 **Network Marketer Freelance** at Jeunesse, Ibuumerang and iGenius

Tasks fulfilled: general and market research, contact and register new potential collaborators and clients.

09.2021 – 02.2022 **Junior Consultant** at OVB Holding AG

Skills acquired and trainings done:

- customer relationship management and scheduling meetings with customers
- training for communication skills and active listening aiming to understand needs of customers and find the best solution and option for them

06.2022 – 09.2022 **Social Media Marketing Intern** at CYBERINITIATION

08.2022 – 11.2022 **Chinese Customer Service Trainee** at Trading Point Group

Have acquired a general knowledge about trading, application process of traders, back office sites, meta trader 4 & 5. Skills put in practice are customer service, communication skills and problem solving.

12.2022 – 04.2023 **Administrative Officer** at Water Science Policy

Tasks done and skills acquired include: conduct research, formatting articles, create content for posts on LinkedIn and marketing, create invoices, complete balance sheets, assist with general administrative works, using Microsoft Office and Google Drive Tools.

06.2023 – 11.2023 **Business Development Intern** at WeLearn

Tasks done and skills acquired:

- conduct market research
- understanding the niches of specific markets
- scouting profiles on social medias
- finding and analyzing potential collaborators

01.2024 – 07.2024 **HR Recruiting Intern** at Alpitronic (Bolzano, IT)

Guided by Business Partners, provided support to Talent Acquisition Specialists, involved in L&D topics, followed the initial part of selection of new HR tools, helped the Cost and Administration part when needed.

Tasks fulfilled:

- recruiting, CV screening, organizing and doing interviews
- prepare contracts, training plans, job descriptions and posts
- talent meeting preparations & excel utilization
- onboarding to new incoming employees and support in preparing trainings
- data collection, preparation and check for audits
- collect qualitative feedbacks from HR colleagues and its "internal customers"

Bachelor Thesis: "Development of Artificial Intelligence in Human Resource Management in Alpitronic".

07.2024 – Ongoing **Junior Accountant & Auditor** at Spitaler & Frei Partner (San Paolo, Appiano, BZ, IT)

Tasks fulfilled:

- registration and documentation of transactions of companies and individual persons
- monitor bank transactions, produce accounting records, prepare tax and social security declarations, invoicing, supporting in preparation of balance sheets
- research of legal and accounting questions