

QIRAN CHEN

Male | Aug 17, 1987

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EDUCATION

New York Institute of Technology (NYIT)

01/2020-12/2021

- *College of Arts and Science*
- *M.S.I.T program in Instructional Technology; GPA: 3.88/4.0 (2020 Fall)*
- **Courses:** Philosophy and Technology of Education (A), Multimedia/Authoring (A), Assessment and Evaluation Methods (A), Instructional Applications of the Internet (A), Curriculum Design and Development (B+), Educational Applications of Social Media (A)

Chongqing Normal University

09/2006-06/2010

- *Bachelor program in English Literature*

PROJECTS

E-portfolio

Vancouver, BC

Active Participant

07/2021

- The link of my E-portfolio: qrchen.com

WORK EXPERIENCE

Chongqing Hualiwantao Law Firm

Chongqing, China

Administrative Officer | Administration Department

06/2011-11/2019

- Offered computer and system maintenance services in order to improve the lawyers' working efficiency
- Conducted regular and inspiring training for relevant personnel and developed exceptional organizational skills
- Dealt with the works including electronic filing works for law documents, archives administration and arrangement and We Media operation, and improved the ability to handle multiple tasks
- Provided services for a team consisted of nearly 50 lawyers and enhanced greatly the interpersonal and communication skills that are requisite for successful completion of daily works

EXTRACURRICULAR EXPERIENCE

Student Union of Chongqing Normal University

Chongqing, China

Head | Sports Department

09/2006-06/2010

- Took charge in the organization and planning of various sports activities held among different departments, such as Sports Meeting, basketball, and football matches

- Learned to pay more attention to every detail, and thus cultivated strong organization skills and ability to prioritize

SKILLS AND INTERESTS

- **Language skills:** Fluent in Mandarin Chinese; proficient in English Writing and Communication
- **Computer Skills:** Proficient in MS Office, Windows, Google Doc, Zoom, video production with Green-screen and OBS
- **Interest:** Sports, reading and travelling