

# Jiuling Luo (Flora)

## curriculum vitae

### Personal Statement

A coordinator who appreciates cultural diversity.

### Education

**Master of Arts: Communication** Aug. 2012 - May 2014  
**Auburn University** - Auburn, AL  
Coursework in Web Design and Technical Editing

**Bachelor of Arts: English** Sept. 2008 - May 2012  
**Beijing Forestry University** - Beijing, China  
Minor program in Law  
Coursework in News Editing

### Experiences

**Freelancer** Feb. 2014 - Present  
**CH International Center** - New York, NY  
**/MatCH Film Society**  
Maintain professional interaction with members/followers;  
Work closely with the founder team to set up events successfully, including NYCIFF 2014 "Night of China".

**Program Coordinator** Feb. 2014 - May 2014  
**Asia Society (ACAW 2014)** - New York, NY  
Managed contact files of more than 50 museums, galleries and art institutions in order;  
Prepared emails and web contents efficiently;  
Kept the external communication organized.

**Event Marketing Intern** Jan. 2014 - April 2014  
**Escalate LLC.** - New York, NY  
Finished marketing research of Sabra/Stonefire Project;  
Associated Community Manager with his daily works;  
Participated in brainstorming, ideation and event planning.

**Consultant** Sept. 2013 - Dec. 2013  
**ESL Program** - Auburn, AL  
Instructed students to improve their academic performance in English writing;  
Or their preparation for English tests.

### Computer/ Language Skills

Master user of Mac & Microsoft: Word , Excel & PowerPoint  
Basic HTML & CSS / InDesign knowledge  
Working knowledge of SPSS, PhotoShop & InDesign  
Proficient in written and verbal bilingual communication skills: English& Mandarin  
Interested in Traveling, Art, Film & Photography

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**PR Specialist** Sept. 2012 - May 2013  
**Chinese Students Association** - Auburn, AL  
Increased public awareness of the organization by designing a brochure and made several presentations;  
Accomplished planning for big events, such as Spring-festival Gala.

**Intern Editor** Sept. 2011 - Oct. 2011  
**China Foto Press (CFP)** - Beijing, China  
Translated and edited the illustrations of news picture from Getty and The Associated Press;  
Gained experience with finding an eye-catching picture caption.

**Volunteer** Sept. 2011-May 2012  
**Young Women Christian Association** - Beijing, China  
Managed the reading room for children;  
Participated the collaboration with NGO 'Yiswind'.

**Group Member** Feb. 2010 - May 2011  
**National Project for College Students** - Beijing, China  
Completed academic research, writing and presentation with my team members.