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Xi Chen  
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Qualifications

Ms. Chen has focused her work in three areas: journalism, digital communications, and English-language translation. She produces original editorial content for publications worldwide, working across time zones and managing relationships. She has conducted interviews on financial, political, and other matters. Ms. Chen's hard skills include writing, copy editing, video production, social media outreach, and search engine optimization. She knows HTML and CSS and is proficient in office and agency/studio software. Her languages include Chinese and English, both of which she has used to translate 911 calls. Ms. Chen has a very strong work ethic and sense of urgency.

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Education

M.A. in Mass Communication, Arizona State University  
B.A. in Business Administration, NCEP University, Beijing

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Work Experience

COMMUNICATIONS, DESIGN, AND SOCIAL MEDIA

*Bridging Nations (Ongoing)*

Organized two seminars and worked with the events coordinator to correspond with keynote speakers from Brookings and George Mason. Designed an e-mail blast and managed mailing lists. Engaged audiences via Twitter to create buzz before and after the event.

*Universal McCann Worldwide (2012)*

Increased webpage clicks with SEO based on keyword analysis.

WRITING, RESEARCH, AND ANALYSIS

*Cronkite News Service (2013)*

Had more than 50 articles published by daily news services, compared to an average of 30 by most reporters, as a result of extensive research, interviewing and editing during one year with a veteran editor.

*Boke-Tian Xia, China (Ongoing)*

Interviewed the tailor to every American president since Lyndon Johnson and reported for a best-selling magazine on international affairs. Research involved the *New York Times* and the White House. Project success led to a renewed contract to profile a celebrity chef.

*Language Line (Ongoing)*

Translating to English for 911 calls and major corporations.