



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) **Chen Yawen**
Mobile
Fax(es)
E-mail(s) yawen@yawenchen.com
Nationality
Date of birth 24/05/1985
Gender Female

Desired employment / Occupational field **Administrative assistants [Administrative assistant]
Designers [Designer / Industry designer / Layout director]**

Work experience

Dates	05/09/2007 - 20/03/2008
Occupation or position held	Program Assistant/Design Editor
Main activities and responsibilities	*Program support for small non-profit NGO office: researching, archiving and editing documents; managing database, information and files; handling mails, e-mails and website updates. *Assisted in various design projects: newsletters, documents, fliers, and web.
Name and address of employer	Rural Development Leadership Network New York, NY, USA 10003
Type of business or sector	NGO
Dates	15/06/2006 - 18/06/2007
Occupation or position held	Activities Program Leader
Main activities and responsibilities	*International student adviser and university representative: administrating, coordinating, organizing and executing events and activities. *Instructed and aided international students.
Name and address of employer	International English and Professional Programs Davis, CA, USA 95616
Type of business or sector	Education
Dates	18/10/2004 - 16/06/2007
Occupation or position held	Layout Artist
Main activities and responsibilities	*Correspondent and production representative. *Managed a design team in production; responsible for sending finished product to press. *Collaborated in design and production.
Name and address of employer	The California Aggie Newspaper Davis, CA, USA 95616
Type of business or sector	Education
Dates	28/09/2003 - 16/06/2006
Occupation or position held	Radio Disc Jockey and Office Volunteer
Main activities and responsibilities	*Co-hosted a weekly two and a half hour show, broadcasting stories and underground music compliant with FCC regulations. *Collaborated in fundraising, publicity and organizational duties.

Name and address of employer KDVS 90.3FM Community Radio
Davis, CA, USA 95616

Type of business or sector Education

Education and training

Dates 09/03/2005 - 06/04/2008

Title of qualification awarded Bachelor of Arts in Psychology

Principal subjects / occupational skills covered

Name and type of organisation providing education and training University of California, Davis, USA

Level in national or international classification Bachelor of Arts

Personal skills and competences

Mother tongue(s) English

Other language(s)

Self-assessment
European level (*)

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
A1	Basic User	A2	Basic User	A1	Basic User	A1	Basic User	A2	Basic User

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences Customer service, consultancy, project leader/representative, publicity

Organisational skills and competences Office administration and organization, database management, data entry, event and activities planning, archiving, general editing

Technical skills and competences Web design knowledge: HTML/XHTML, CSS, PHP and MySQL-based tools. Social science research and database softwares: Noldus: The Observer, SSPS Database.

Computer skills and competences Windows XP, Mac OSX, Office software: Microsoft Office (Word, Excel, PowerPoint).

Artistic skills and competences Desktop publishing (print and web), layout, graphic design, general design

Other skills and competences

Driving licence(s) B

Additional information

Annexes

EUROPEAN LEVELS - SELF ASSESSMENT GRID

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.
S P E A K I N G	Spoken interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.