

SALOMÉ GOURLAIN

Born on 17/05/1991
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CURRICULUM VITAE



EXPERIENCES

OCTOBER 2015-PRESENT HR assistant at Huawei Technologies Belgium SA, Brussels

In charge of a variety of tasks among which :

- All administrative tasks for the expatriates
- On-boarding of new employees
- Communication with HR suppliers
- Payment management
- Dealing with employee requests regarding human resources issues, rules, and regulations.
- Providing practical guidance to new starters coming from abroad, in terms of health insurance, bank, commune registration, etc.
- Newsletter
- Recruitment of interns

JANUARY 2015-APRIL 2015 Translation internship in **DBB** (Belgian law office), Brussels

AUTUMN 2012 English teacher in Wuxi, China

SUMMER 2010 Au-pair, Northampton, England

EDUCATION

SEPT 2013- JUNE 2015 Masters in Translation (English/Chinese/French) at ISTI, Brussels

SEPT 2012- JUNE 2013 Scholarship student in Jiangnan University, Wuxi, China (Chinese courses)

SEPTEMBER 2011 – JANUARY 2012 Erasmus student in Beijing Foreign Studies University (Chinese courses)

SEPT 2009 – JUNE 2012 Bachelor in translation (English/Chinese/French) at ISTI, Brussels

JUNE 2009 French Baccalaureat

SKILLS

LANGUAGES *French*: Mother tongue

English: fluent

Chinese: oral and written proficiency

COMPUTER Word, Excel, Openoffice, PowerPoint, Outlook, Social media, Translation softwares