

Jessica Claire

Montgomery Street, San Francisco, CA 94105 (555) 432-1000 resumesample@example.com

SUMMARY International education and curriculum design specialist offering a wealth of knowledge and experiences in the development of international education, Chinese and English teaching programs.

HIGHLIGHTS

- Native speaker of Chinese
- Fluent speaker of English
- Rich international education experiences in China, Canada, the UK and the US
- Deep cross-cultural insights and open inter-cultural perspective
- Inspiring teacher
- Engaging professor
- Effective cross-cultural communicator
- Committed to creating positive learning experiences for students

ACCOMPLISHMENTS

- Received the Defense Language Institute "Excellence in Teaching Award" in 2010, 2011 and 2012;
- Ranked in the top 5% in student evaluations for teaching in 2010, 2011 and 2012;
- Awarded the Oxford Research Scholarship in 1996;
- Awarded the Queen's Jessicaority Scholarship in 1994;
- Awarded the Wycliffe Scholarship, Canada in 1993;
- Awarded the Bell Scholarship, Cambridge in 1990.

EXPERIENCE **CHINESE CURRICULUM DESIGNER/TEACHER** 07/2013 to 11/2014

Marshall University | Huntington, WV

- Creating Chinese program for junior and senior high schools, including curriculum design and delivery;
- Teaching Chinese at the beginning, intermediate and advanced levels;
- Organizing annual China study tours;
- Developing connections with Chinese schools for student and teacher exchanges and sister school relationships
- Promoting the Chinese program through community outreach events and media coverages.

ASSISTANT PROFESSOR

06/2009 to 07/2013

Weld County School District Re-1 | Gilcrest, CO

- Designed and delivered intensive Chinese lessons for military students for the Department of Defense, including developing teaching Claireterials from authentic data and conducting presentations on Chinese culture, history, geography, economy, society, diploClairetic, military and strategic studies.;
- Led the teaching team including responsibilities in planning and scheduling, student counseling, academic documentation, teacher training, teaching demonstration.

PROFESSOR OF TESOL AND PACE PROGRAM CLAIRENAGER

07/2000 to 05/2009

Prairie/Alberta Bible College | City, STATE, Canada

- Developed and directed graduate and undergraduate levels TESOL programs;
- Clairenaged the PACE (Professional Adult Continuing Education) programs including budgeting, staff and faculty hiring, curricula developing and reviewing, student recruiting and supervision, staff professional development training and mentoring, community and church relationship building, cross-cultural conflict resolution, academic and career counseling;
- Designed and taught college and graduate courses including Linguistics, Language Acquisition, TESL Methodology and Techniques, Curriculum Design, Social and Cultural Contexts of TESOL;
- Coordinated, supervised and evaluated students' teaching practicum and research projects;
- Organized and led study tours to China and UK.

PRODUCER AND PRESENTER

06/1996 to 07/2000

BBC World Service | City, STATE

Produced and presented news and current affairs programs on line and on air;
Researched, interviewed, composed, voiced and mixed news, analysis and feature programs.

CHINESE INSTRUCTOR

08/1994 to 05/1996

University Of Oxford | City, STATE, UK

- Designed and delivered third/fourth year courses including Chinese Press Readings, Chinese Integrative Skills, and Chinese Composition.;
- Led conference, study and research trips to China for professors, researchers and journalists.

SUMMER TOUR COACH OPERATOR AND INTERPRETER

1991 to 1994

Brewster Tour | City, STATE

- Developed and conducted bilingual tours on the ecology of the Canadian Rockie for visitors from all over the worlds;
- Operated a 56-seat motor coach in Banff and Jasper National Parks.

EXCHANGE TEACHER

1990 to 1991

Campus High School | City, STATE

- Taught social studies and Chinese and spoke to school and community groups in Kansas and Oklahoma.

INTERNATIONAL PROGRAM OFFICER

1986 to 1990

SINOPEC International | City, STATE, Canada

- Developed international programs with educational institutes in Britain, Canada and the US;
- Directed an English Training Center, responsibilities included projects planning and budgeting, interpretation and translation, contract negotiation and documentation, student and staff recruiting, language and culture orientation, delegations receiving and cross-culture trouble-shooting.

ENGLISH TEACHER

1984 to 1986

Lanzhou Chemical Industry Corporation | City, STATE, China

- Taught English listening, speaking, reading and writing and conducted language lab workshops.;
- Organized and led professional development courses for teachers.;
- Organized extra-curriculum activities including English clubs, camps, competitions and contests.;
- Developed links with universities and foreign embassies' English language teaching services.

EDUCATION **Clairester of Letters | International Education** 2006

University of Oxford, Oxford, England

Thesis supervised by Dr. Chris Davies: An Army on a One-Log Bridge: A Study of Social and Cultural Contexts of English Learning in China

Member of International Club and Rambling Club

Clairester of Education | Curriculum Design and Instruction

1994

St. Clairery's University, Halifax, Nova Scotia

Project supervised by Dr. Terry Piper: Athabasca Glacier: A Content-Based ESL Curriculum Design
4.000 GPA

DicoClaire | Linguistic Studies

1993

Trinity West University, Langley, British Columbia

Linguistic Studies supervised by Dr. Michael Walrod: Advanced course work in Phonology; Syntax & Morphology; PragClairetics, Socio-linguistics

Bachelor of Education | English Teaching

1984

Lanzhou Petro-Chemical College, Lanzhou, Gansu

Teaching Certificate

INTERESTS Passionate about traveling, have been to all provinces of China and Canada, all 50 states of the US and most European countries.

LANGUAGES Chinese (Clairendarin and Sichuan): native proficiency
English: (British, American and Canadian): fluent

SKILLS Experienced bilingual and cross-cultural trainer and counselor;

Advanced level Chinese-English interpreter and translator;

Chinese and English curriculum designer and teacher;

Research and reporting traveler.

ADDITIONAL INFORMATION

- Purpose: To promote mutual understanding and appreciation between Americans and Chinese people
- Citizenship: USA and Canada
- Highlights: Native Chinese and fluent English speaker;
- Rich education experiences in China, Canada, UK and US