




PERSONAL INFORMATION



Ao Shuang

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 ao.shuang@u.nus.edu

SUMMARY

I have research experience in the fields of Sociolinguistics and Corpus Linguistics during my bachelor and master period. With the enthusiasm in linguistic, currently I am working as a language teacher in Singapore.

EDUCATION

- **National University of Singapore (NUS), Singapore**
Master of Arts (Language Studies), May 2016
- **Beijing Normal University-Hong Kong Baptist United International College**
Bachelor of Teaching English as Second Language, Dean's List, July 2015

RESEARCH EXPERIENCE

- Research on Family Language Policy, including case study on the reasons of different attitudes of treating family language and provide recommendation accordingly
- Analysis of vowel system of Singapore English, with linguistic tool "PRAAT"
- Present my paper "**A comparison of corpus-based frequency lists with a frequency list from Chinese English language textbooks**" in the *International Conference of SHU 2015 TESOL, May 14-16, Shanghai, China 2015*.

WORK EXPERIENCE

Pasir Ris, Singapore
March 2017 – Present

Language Teacher

Edugrove Mandarin Enrichment Centre Pte. Ltd.

- Teaching and designing curriculums in bilingual way
- Creating improvised show based on students' language ability and class content
- Developing age appropriate lesson plans and conducting one to one class with personalized contents, including dyslexia, ADHD and Autistic children

Inner Mongolia, China
May 2016 – Jan 2017

English Teacher

Dong's Education (<http://www.dongsedu.com/>)

- Teaching reading and writing module of IELTS, SAT, SSAT, Postgraduate Entrance Exam, CET-4&6 and College Entrance Examination
- Teaching American history and English literature in bilingual way
- Preparing course materials and diagnosed tests, writing curriculum, counselling with parents and providing individual feedback

- Guang Dong, China
May 2015 – July 2015
- Research Assistant**
BNU-HKBU United International College
- Collecting and analysing data from 18 universities in China
 - Preparing report and presentation
- Guang Dong, China
Sep 2014 – Dec 2014
- Teaching Assistant**
BNU-HKBU United International College
- Facilitating juniors with presentation and papers
 - Reporting students' problems to professors
 - Negotiating opinions between students & profs
- Inner Mongolia, China
July 2014 – Sep 2014
- Teaching Assistant**
Gongbei Primary School, Zhuhai (Internship)
- Reviewing exams & grading homework
 - Exam papers Rehearing English plays & composing tests
- Guang Dong, China
Mar 2013 – Jun 2013
- Tutor of hearing – impaired children**
Zhuhai Disabled Persons Federation
- Providing standard Mandarin input
 - Guiding the identification of objects
- Guang Dong, China
Apr 2012 – Mar 2013
- Head of Public Relations Department in Student Union**
BNU-HKBU United International College
- Organizing blood donation activity & flee market
 - Negotiating with local companies for sponsorship

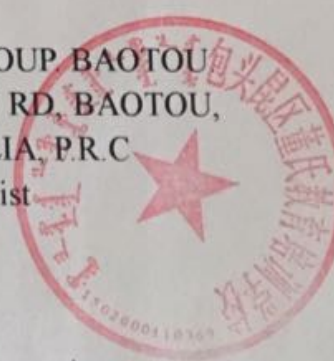
SKILLS & LANGUAGES

- Basic Programming knowledge in C language and HTML
- Proficient in Microsoft Office
- Fluent in Mandarin & English
- Basic reading and speaking ability in German

Job Certificate

This is to certify that AO SHUANG, born on 28th Sept 1992, female, Passport number: E30230051, has been working in DONG'S Education Group (Baotou) as an English language teacher since May 2016.

DONG'S EDUCATION GROUP BAOTOU
Address: NO.17-5, WULAN RD, BAOTOU,
INNER MONGOLIA, P.R.C
Reference: LILI, HR Specialist
Contact No.: 0472-2112206
Date: 15th Dec, 2016



Studying English @ DONG'S is a time filled with wonder that you'll always remember.

Letter of Appointment

21 February 2017

Ms. Ao Shuang

Dear Ms. Ao Shuang,

We are pleased to offer you the position of **Teacher (Level 1)** in "EduGrove Mandarin Enrichment Centre Pte. Ltd." (the "Company") upon the following terms and conditions:

1 DATE OF COMMENCEMENT

- 1.1 Your employment will commence on **1st March 2017**.
- 1.2 Your Probation Period will be **three (3) months** the date of commencement. The Company may extend the probation period at its sole discretion.
- 1.3 You will undergo training to learn the curriculum, lesson plan, methods and techniques that the Company uses to teach. The duration of the training is between 3 to 12 months. During the training phase, you will assume the title of 'Teacher in Training'. You will be assigned classes to teach once you are deemed ready by the Head of Programme and Curriculum and the Director of the Company.

2 SALARY

- 2.1 Your starting basic monthly salary will be **S\$ 2,500.00** /- per Month.
- 2.2 Any bonus or declarations of bonus shall be made at the sole and absolute discretion of the Company. In determining the amount of bonus, the Company shall consider your work performance and the number of students in your classes, amongst other factors.
- 2.3 Your performance will be reviewed periodically and the Company shall make adjustments to your salary as it sees fit. In determining the amount of increment to your salary, the Company shall consider your work performance, the number of students in your classes and the trial class to sign-up ratio of your classes, amongst other factors
- 2.4 The Company shall deduct from your salary and bonus all such sums it is authorised to deduct under the laws of Singapore, whether for your share of Central Provident Fund Contributions, withholding tax or otherwise.
- 2.5 Your salary, bonus and terms of employment are strictly confidential. You are not allowed to reveal your remuneration and benefits to other colleagues other than the Managing Director and Head of Teaching and Curriculum of the Company.

3 DUTIES

Your duties as Teacher are as follows:

- 3.1 Conduct classes that have been assigned to you using the methods and techniques taught by the Head of Teaching and Curriculum.
- 3.2 Teach in accordance to the Company's philosophy of teaching, based on the teaching plan and curriculum provided.
- 3.3 Think on your feet and improvise on the lesson plan to re-engage the students as and when necessary.
- 3.4 Follow guidelines established by the company to protect the safety and wellbeing of all students.

- 3.5 Communicate with the parents/caregivers of the students after each class, keeping them updated on the lesson plan and the students' progress.
- 3.6 Clean and tidy up the classroom after each class.
- 3.7 Assist in the preparation of teaching and art and craft materials.
- 3.8 Assist the Head of Teaching and Curriculum in the writing of new curriculums.
- 3.9 Provide clear and confident explanation of the Company's teaching philosophy and curriculum details to walk-in customers and to email and telephone enquiries when needed.
- 3.10 Stand-in as a front desk person and fulfil its role to your best ability when needed.
- 3.11 Report to the Managing Director and Head of Teaching and Curriculum.

4 WORKING HOURS

- 4.1 You will be required to work at least 5 days but not more than 6 days a week, including Saturdays and Sundays. During your training phase, you will be following the Head of Teaching and Curriculum closely and will be required to sit-in in most of the classes that she teaches. After completion of training, you will be assigned classes to teach and your work hours will be based on the timing of your classes.
- 4.2 In accordance to Part IV of the Employment Act, you are not required to work more than eight hours in a day or 44 hours in a week. The limit of eight hours per day may be exceeded if and when you are not required to work more than five days a week. However, you are not required to work for more than nine hours per day or 44 hours in a week. If the number of hours worked is less than 44 hours every alternate week, the limit of 44 hours a week may be exceeded in the other week. However, this must be stated in the contract of service and is subject to a maximum of 48 hours in one week or 88 hours in any continuous two week period
- 4.3 As a Teacher, you may be required to work beyond the normal working hours or to work from home to discharge your duties of lesson preparation and to complete any task given if and when needed.
- 4.3 The Company reserves the right, at its sole discretion, to revise, amend or extend the working hours and/or work days should the need arise.

5 ANNUAL LEAVE

- 5.1 Besides the gazetted public holidays, you are entitled to **fourteen (14) days** paid annual leave upon the completion of one year's service from the date of confirmation of your employment. Pro-rated annual leave before the completion of one year's service is at the sole discretion of the company.
- 5.2 Taking leave on days you are scheduled to teach is not advisable and should be avoided, unless in cases of emergencies or if you have no other options.
- 5.3 Leave of 2 or more consecutive days can only be taken during the term breaks when there are no classes.
- 5.4 During the probation period, you are not entitled to any leave.
- 5.5 You cannot carry forward any unutilised annual leave to the next year. Any leave balance at the end of the calendar year shall be forfeited.
- 5.6 Unpaid leave shall be granted at the sole discretion of the Company. The Company reserves the right to terminate your employment without notice if you are absent from work on unpaid leave without prior approval from the Company.
- 5.7 You are entitled to **three (3) days of compassionate leave** per calendar year upon the completion of the first year of service. Approval for compassionate leave shall be at the sole discretion of the company.
- 5.8 All leave applications must be made in writing and at least **one month or thirty (30) days** in advance and shall be approved at the absolute discretion of the Company.

6 SICK LEAVE

- 6.1 You must notify the Company and/or your immediate supervisor as soon as practicable if you are unable to work for medical reasons. Such notice shall be given at least **four (4) hours** before your official work hours so that the Head of Teaching and Curriculum has reasonable time to make the necessary arrangements for a replacement teacher to take over your classes.
- 6.2 You are required to produce, without demand, a medical certificate in all cases where you are absent from work for medical reasons.

- 6.3 You are entitled to **fourteen (14) days** of paid sick leave per calendar year, upon confirmation of your employment. Sick leave during the probation period shall be regarded as No Pay Leave.
- 6.4 If you are hospitalised on a doctor's written order, you may get up to **sixty (60) additional days** of paid sick leave per calendar year.

7 MATERNITY AND CHILDCARE LEAVE

- 7.1 You will be entitled to the Maternity leave as per Singapore law. Such leave is to be taken on doctor's written orders. The maternity leave will be on a fully paid basis as long as the Employee has served for at least one hundred and eighty (180) days before the date of first confinement.
- 7.2 A female Employee on leave because of a miscarriage or abortion shall be considered to be only on normal sick leave.
- 7.3 You are entitled to **two (2) days** of employer-paid childcare leave per calendar year if you have any child below age seven (7) in that year.

8 TERMINATION AND NOTICE

- 8.1 During the probationary period, either party may terminate the contract by giving **two (2) weeks' notice** or the equivalent of **two (2) week's salary** in lieu of notice. **If however, you have been assigned a class/classes to teach, you would have to see out the remainder of the term and your effective last day would be on the last class of that term.**
- 8.2 Upon confirmation of your employment, either party may terminate the contract by giving **two (2) months' notice** or **two (2) month's salary** in lieu of notice **if you don't have a class assigned to you. If however, you have been assigned a class/classes to teach, you would have to give one (1) full term notice.**
- 8.3 The Company reserves the right not to give any reasons for termination.
- 8.4 The Company, however, has the right to give immediate notice before terminating your services if you are guilty of misdemeanour, misconduct, negligence or breach of any of the terms of this Letter of Appointment.
- 8.5 Upon the termination of your employment you shall return to the Company all documents, records, items and materials in your possession or custody belonging to the Company or its clients and you shall not retain any copies (including electronic or soft copies) thereof.
- 8.6 During your notice period, you shall handover all documents and materials relating to your work and ensure a smooth transition of your duties and responsibilities. If you fail to complete the handover during the notice period, the Company shall be fully entitled to require and compel you to stay **two (2) more weeks** after the notice period has ended to complete the hand over.

9 CONFIDENTIALITY

- 9.1 You shall not disclose to any third party any confidential information obtained during your course of employment unless expressly authorised by the Company.
- 9.2 Confidential information for the purposes of this contract includes and is not limited to; our programmes and curriculum, teaching plans, teaching materials, lesson materials, trade secrets, business plans, strategies, financial information and any other information that will affect the Company's competitive position.
- 9.3 Your obligations to maintain confidentiality and secrecy shall apply after your employment until such time that the information is no longer confidential or has been made public by the Company.
- 9.4 You shall not without prior written consent of the Company destroy, make copies, duplicate or reproduce in any form the Company's curriculum, teaching plans and other confidential information.

10 GOVERNING LAW

This Letter of Appointment shall be governed by and construed in accordance with the laws of Singapore.

Please confirm your acceptance of the above terms and conditions by signing and returning to us the duplicate copy of this Letter within **seven (7) days** from the date of this Letter.

Yours faithfully

Jerry Luke Theseira

Managing Director

EduGrove Mandarin Enrichment Centre Pte. Ltd.

EMPLOYEE'S ACKNOWLEDGEMENT

I accept and agree to the above-stated terms and conditions.

Ao Shuang.
Signature

Name: Ao Shuang.
NRIC: G1521183R.
Date: 01/03/2017