

WILLIAM THORNE

Date of birth	26 February 1983
Citizenship	American
Languages	English / Mandarin Chinese / Japanese
Email	williamcthorne@gmail.com

EDUCATION

Home University	The University of Washington
Courses	BA in Interdisciplinary Arts & Sciences (Global Studies / Policy Studies)
Year Graduated	June 2008
Secondary Education	Garfield High School, Seattle Washington

WORK EXPERIENCE

<i>June 2018 - Present</i>	<u>Independent English Tutor</u>
<i>Independent Contractor Guangzhou, China</i>	<p>Create specialized lesson plans and educational targets for students of all ages and ability levels. Specialize in English reading and speaking fluency as well as business level English and English exam preparation(TOEFL/IELTS/SAT).</p> <p>Key skills gained:</p> <ul style="list-style-type: none">• Customize lesson plans through research and development of tailored materials for clients• Effectively maintain interest and provide an interactive atmosphere, enabling students to significantly improve English ability• Institute positive classroom management and study strategies to maximize student learning.
<i>Jan 2014 - June 2018</i>	<u>Co-Founder, CEO</u>
<i>Huiyu Language and Cultural Center Guangzhou China</i>	<p>Established and operated a language and arts school for eight to sixteen year-old students. This included designing and implementing a curriculum with language training, cross cultural communication, arts and creative design, and overseas programs for multi-lingual students.</p> <p>Key skills gained:</p> <ul style="list-style-type: none">• Management skills: hiring, training, and executing• Business development: Identifying market opportunities, designing subsequent business frameworks, and applying scalable strategies• Collaborating with stakeholders and clients for tailored education solutions

Jan 2014- Nov 2016

Director of Education

*American Academy of
English
Guangzhou, China*

Managed the Academy's multidisciplinary team of teachers and assistants. This included a specialization in study-abroad preparation, management of all human resources matters, and launched two branch campuses. Digitally restructured school-wide curriculum on an e-learning platform to meet American ESL and Common Core standards, including standardized record-keeping and grading systems.

Key skills gained:

- Interdisciplinary management
- Curriculum research, design and implementation
- Tailored client-based solutions
- Working proficiency in Mandarin Chinese

Jan 2013- Apr 2014

Director of Human Resources

*STL Hong Kong Trading
Co.Ltd.
Guangzhou, China
Hong Kong SAR, China*

Built HR department from the ground up, managing the sourcing, training, and international placement for multi-disciplinary teachers. This included establishing a wide international recruitment pipeline and initial and ongoing professional development for a variety of job placements. Established and maintained partnerships with institutions including University of Washington, University of Oregon, and University of Florida.

Key skills gained:

- Talent acquisition, Training, and Development
- Creation of digital marketing & recruitment strategies for an international audience
- Implementation of HR standards and compliance, including development of employee manual

Jul 2010- Aug 2012

Office Manager/Jr. Project Manager

*Chapter Three LLC.
San Francisco,
California, USA*

Managed client projects for Drupal-based web solutions. Involved managing client-developer relations, clear technical and design communication, and large scale event management (2012 Bay Area Drupal Development Conference). Understanding of open-source development, the San Francisco tech industry, and lifecycle solutions was essential. Project partners included Stanford University (History Department) and UC Berkeley.

Key skills gained:

- Project Management: Developing and communicating briefs, task delegation and meeting deadlines
- Cross-industry communication bridging product and development
- Drupal-based cross-platform data migration in HTML and CSS
- Event Management and logistics

INTERNSHIP AND VOLUNTARY WORK

2019

Animal Rehabilitation Volunteer, Animal Action Guangzhou

Assisted with anti-cruelty action against the annual Guilin Dog Meat Festival, including nursing, rehabilitation, and rehousing of affected animals.

2009

Logistical and Fundraising Associate, Michael McGinn Mayoral Campaign

Worked directly with candidate McGinn on fundraising, headquarter operations, and meeting preparation. McGinn was successfully elected mayor (2009-2013).

REFERENCES AVAILABLE UPON REQUEST
