

Contact Information

Email

yiciluo@gmail.com

Address

169 Finch ave East

Phone

226 503 6214

Skills

Business Translation in English & Chinese

Education Administration & Planning

TESOL certified English teacher; China "Hanban" certified Chinese teacher

Proficient in Microsoft Office Suite- Excel, Word, Powerpoint, Outlook, etc
Marketing & Advertising

Languages

Mandarin

Native

English

High-Advanced

Japanese

Elementary

Jinhan Yang

Dedicated learner focused on supporting faculty with various needs. Reflective teaching professional, engaging others with a positive attitude. Bilingual candidate and passion in a educational related career.

Experience

Toronto

July 2020 - Present

Office Admin CCUE Financial

Immigration and Study Abroad Consultation assistant, Documenting, Customer services & following up.

Toronto Canada

March 2020 - July 2020

Office Admin Zhao law professional Corporation

·Lawyer assistant, working as a law clerk in the field of real estate transactions.
·Customer services & following up.

Toronto ON

November-2019 - March 2020

IELTS teacher Siru education

·Teaching IELTS listening to a class of 5.
·Course & Teaching material development.

Kunming Yunan China

October-2017 - July-2018

Teacher & Co-Ordinator "Sheenedu" Educational Technology Co., Ltd.

·Doctor entrance English text teacher.
·Course & Teaching material development.
·Auditing or compiling all the company's advertising and promotional articles.
·Organizing the tourism learning project.

Melbourne

May-2017 - October-2017

Marketing professional Violetmax photography studio

·Manager of the marketing department-Commercial contract preparation and signing.
·Talks on B to B cooperation agreements.
·Customer following-up & Conflict solving.

Education

Master of Professional Education University of Western

London, Ontario 2019

Bachelor of Science in the field of Applied Psychology Yunnan Normal University

Kunming, Yunnan, China 2015

Bachelor of Finance Yunnan Normal University

Kunming, Yunan, China 2015 Dual degree

Kunming, Yunan, China
- 2015