

 sophiecaoxin@gmail.com

Visa NZ permanent resident

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## TECHNICAL SKILLS

- Object-Oriented Design Principles
- React Native, Flutter
- Java, JavaScript, Python
- HTML/CSS
- Agile Methodologies, HCI
- Git, Jira
- SQL

## SOFT SKILLS

- Active listening
- Communication
- Collaboration
- Problem solving
- Leadership
- Negotiation

## EXPERIENCE

### Mandarin Teacher - Volunteer Work

**Nov 2023 – present**

Dedicating 3 hours every Sunday to teach young children Mandarin

### ECE Teacher

**2019 – present**

- Led data-driven initiatives and designed targeted learning and behavioural plans based on developmental data and research, enhancing student engagement and learning outcomes.
- Fostered respectful relationships with stakeholders by active communication and swiftly adapted to emergent needs, ensuring a supportive learning environment.
- Demonstrated strong project management and leadership by organising educational activities and managing ever-changing classroom dynamics across multiple ECE centres.
- Dedicated to ongoing personal development and team planning by taking initiative and leadership in daily routines, teaching activities, and lesson plans, resulting in a cohesive and effective educational team.

### Technical Translator

**2010 – 2017**

- Delivered around 4,500 words daily by collaborating on technical documentation translation projects, resulting in timely and accurate content alignment with global standards.
- Ensured technical accuracy and consistency by contributing to project management and quality assurance processes, leading to high-quality documentation.
- Supported business operations and international collaborations by utilising various tools in translation projects, resulting in improved efficiency and communication.

## PERSONAL STATEMENT

With a Master's in Software Development from Victoria University of Wellington, I bring a unique blend of technical skills and proven people skills, cross-cultural communication, and empathetic leadership from my background in early childhood education (ECE) and translation.

## PROJECTS

### RoadReady Mobile App (Group Project)

As my internship project, collaborated with four other VUW grads to design and develop a mobile app from scratch for our client, six students from Sacred Heart College Hastings, for their Young Enterprise Scheme competition, using Flutter and Dart.

### LexiCan (Individual Project)

Self-learned and developed a mobile app, LexiCan, using React Native. The app allows users to search for word definitions, save favourite words, and manage their collection.

### Collaborative Inventory Management System (Group Project)

Led client engagement and needs analysis for a collaborative team. Facilitated effective communication, negotiated project scope, and ensured client satisfaction through a persuasive presentation showcasing the solution's potential value. Resolved team conflicts on the necessity of a database through thorough research. Actively contributed to negotiation sessions, aligning client expectations, and defining a clear, achievable project scope.

## EDUCATION

### Master of Software Development

Victoria University of Wellington

2023–2024

### Graduate Diploma in Teaching

New Zealand Tertiary College

2019–2020

### Bachelor of Management

Xi'an International Studies University

2006–2010

## INTERESTS

Fitness | Self-improvement | Comedy | Music |  
Nature | Painting

## REFERENCES

Available upon request