

**FRONT DESK ADMINISTRATOR ✦ ESL TEACHER**  
*Educational Development ✦ Administration ✦ Child Supervision***PROFICIENCIES SUMMARY**

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|--------------------------|----------------------------|-----------------------|
| ▪ Classroom Training     | ▪ Administrative Expertise | ▪ Records Maintenance |
| ▪ Curriculum Design      | ▪ TEFL Abroad              | ▪ Customer Relations  |
| ▪ Microsoft Office Tools | ▪ Conflict Resolution      | ▪ Client Retention    |

**PROFESSIONAL EXPERIENCE****Changping No1 Highschool ✦ Beijing ✦ 2014- 2019****Esl Teacher/Year 10 Science Teacher**

- Executes social and academic programs successfully using limited venue resources.
- Implemented lesson plans for all areas of a developmentally appropriate curriculum..
- Developed curriculum for the year 10 “Canadian Provincial Examination for Science” with an %86 passing rate.
- Demonstrates ability to provide proper direction of children in their daily routine
- Created program correspondence using documents, reports, program handbooks, and other publications.

**New Jordan Language School ✦ Wuhan ✦ 2010-2011****ESL Teacher**

- Created program correspondence using documents, reports, program handbooks, and other publications.
- Implemented lesson plans for all areas of a developmentally appropriate curriculum.
- Maintained records and databases on student program activities, materials, equipment, and supplies.
- Coordinated development of course catalogs, promotional materials, educational materials and brochures.
- Processed orders for project supplies and materials required for curriculum.
- Traveled to other relevant community venues to support curricular activities.

**YMCA ✦ Augusta, GA ✦ 2008-2014****Childcare/Camp Counselor**

- Supervises and interacts with children positively in order to create a lifelong pursuit of language learning within students.
- Works closely with special needs children providing a comfortable, stable atmosphere suitable for growth.
- Creates activities using variety of teaching aids in order to engage students in active learning.
- Demonstrates ability to provide proper direction of children in their daily routine.
- Researches educational resources to engage students in the learning process.

**EDUCATION****TESOL Certificate 160 hours – 2010**