June 09, 2018

1300 René-Lévesque O, Montreal, QC H3G 0B7 | C: 514-581-3856 | [xiaoyi.liu92@gmail.com](mailto:xiaoyi.liu92@gmail.com)

John Molson School of Business, Concordia University 1450 Guy Street

Montreal, QC H3H 0A1

Re: Posting for Advisor, Student Academic Services (C1816) Dear Sir/Madam,

Your posting for an Advisor indicated requirements that closely match my background and expertise. I have enclosed my resume to provide a summary of my qualifications and background for your review.

I have been working and studying towards the goal of building a career in educational services and management since I entered university. My educational background in Educational Studies has given me a solid understanding of educational theories, educational research methodologies as well as current trends and issues in higher education in Quebec. I am not from a business background, yet I am always ready to learn new things and challenge myself. As a student graduated from Concordia University, I know the system, environment and facilities of our university well. I am enthusiastic about using my knowledge to help students to solve problems and pursue their academic goal.

My seven years' work experience in Paifeite Training School also demonstrates my ability, loyalty, persistence, and passion for education. From a part-time English teacher to the founder and leader of Adult Education Department, I learned fast and gained interpersonal, leadership and communication skills. Most importantly, this experience made me understood explicitly how appropriate efficient evaluation plans and feedbacks can improve student learning. I currently work as the part-time overseas program coordinator of the training school. During the process of helping build partnerships within the training school and Canadian organizations and introducing more cultural exchange programs to the school, I accumulated resources and developed the ability to plan and coordinate in order to reach the best result for the team. I believe that my abilities and qualifications listed above make me a right fit for the position.

Should you require any further information please do not hesitate to contact me. I thank you sincerely for taking your time to read my application, and I look forward to an opportunity to speak to you in detail regarding this position.

Yours sincerely, Xiaoyi Liu

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# Summary

Master of Arts in Educational Studies with experience in educational management and teaching. A follower and performer of progressive education who strongly aligns with student-centered learning, community-based learning, competency-based approaches, and cooperative learning.

# Education

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| --- | --- |
| **Master of Arts**, **Educational Studies**  Concordia University － Montreal, QC | 2018 |
| **Bachelor of Arts**, **English (English & French Bilingual)**  Shandong University － Weihai, Shandong, China | 2015 |

**Work Experience**

## Overseas Program Coordinator (Part-time) Weihai Paifeite Training School － Weihai, China

Sep 2016 to Current

Help build collaborative relationships within the training school and Canadian organizations;

Plan and organize cultural-exchange programs (summer camps, winter camps, etc.) and support program development and growth;

Prepare, translate, and organize documents.

## Director of Adult Education Department

## Weihai Paifeite Training School － Weihai, China

Jul 2015 to Aug 2016

Successfully established and led the Adult Education Department;

Designed and gave IELTS preparation courses and overseas study preparation courses;

Established learning objectives for courses, assessed student learning to help students match the expectations.

## English Teacher (Part-time)

**Weihai Paifeite Training School** － Weihai, China Taught English to middle school students.

Dec 2011 to Jun 2015

# Volunteer and Extra-Curricular

## Participant

Concordia Graduate Seminar in University Teaching, 2017

## Participant

TETT Symposia: Creating Learning Against Radicalization (C.L.E.A.R.), 2017

## Volunteer

The International Visual Sociology Association (IVSA) Conference, 2017

# Competencies

Computer proficient File maintenance

Creative problem-solving Result-oriented