Alex Xu

Professional Summary

Freelance teacher and writer currently exploring the challenge of full stack web development. Brings a diverse skill set and the ability to adapt to any situation. Capable of organizing multiple tasks to meet tight deadlines. Check out my web dev portfolio at https://ayxu-portfolio.herokuapp.com/

Work History

Shanghai Students Post - Freelance Content Writer and Editor
11/2016 - present

- Write thought-provoking articles related to current events to elicit discussion among students.
- Proof all materials to ensure accuracy, logic and grammar before being sent to print.

Apex Education - Freelance Teacher
07/2015 - 12/2019

- Taught ESL students reading, writing, and critical thinking skills.
- Coached students in Model United Nations (MUN) to receive numerous awards as outstanding delegates.
- Led meetings with dozens of parents to discuss study abroad options.

UnTour Food Tours - Operations Manager
05/2019 - 12/2019

- Handled all customer service calls and emails to achieve hundreds of five-star ratings on Tripadvisor.
- Managed a team of over 30 freelance tour guides, including scheduling, reimbursements and route guidance.
- Assisted in the promotion of products via social media.
- Oversaw miscellaneous office administration tasks, including all tech installation and management.

Shanghai Chuangrong Co. Ltd. - Content Editor & Chinese-English Translator
04/2018 - 12/2018

- Translated and edited travel related content to suit an English-speaking audience.
- Worked with graphic artists, post-production team members and other specialists to produce a captivating product.
- Created presentations to pitch our application to potential investors.

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Education

2022 - *present*
University of Sydney
Coding Bootcamp

2020 - 2021
University of Sydney
Master of Development Studies

2011 - 2015
University of Michigan
Bachelor of Arts: Political Science; Asian Studies

Skills

Microsoft Office Suite

Adobe Photoshop

HTML/CSS

JavaScript

MySQL, NoSQL

WordPress

Troubleshooting

Teamwork

Customer Service

Flexibility

Languages

English

Mandarin Chinese

Other Certifications

Professional Tennis Registry (PTR) Certified Instructor
TEFL (Teaching English as a Foreign Language) certified
ADS International Open-water Diver