



## DAN LIANG



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dan3011.github.io

## SKILLS

Chinese	Native speaker
English	Fluent
Italian	Basics
Office	Proficient
Programming	Website Building

## ABOUT ME

I'm an outgoing person passionate about Chinese teaching with more than 3 years of teaching experience both in-person and online. I gave lessons in a simple and entertaining way to help the students achieve proficiency in Chinese. I also have excellent capacity to retain new things and strong skills in multitasking and planning.

## WORK EXPERIENCE



2014

### Software Project Manager Intern (Microsoft, China)

#### Project Management of a Windows Phone App:

- Took the lead in proposal-writing, project planning, reporting.
- Organized meetings and performed presentations.
- Distributed work and coordinated across my team.
- Co-developed a mobile App for Windows Phone



2017 - 2020

### Chinese Teacher (Inlingua, Switzerland)

#### Listening, speaking, reading and writing for kids and adults:

- Developed teaching plans for each individual student.
- Created quizzes, after-class exercises, exams, reading and listening practices.
- Combined a few well-known teaching methods and techniques to help students improve their Chinese skills.
- Wrote teaching summary and reports.
- Established good communication with students.

## EDUCATION



2012 - 2015

### Shanghai Jiao Tong University, China

Master's degree in Software Engineering



2008 - 2012

### Sichuan University, China

Bachelor's degree in Computer Science