

## Hiu Kwan, YAU

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DOB: 23 July 1993

Gender: Female

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### EDUCATION

**09/2017 – Present Hong Kong University of Science and Technology**

- Master of Arts, Major: International Language Education

**09/2012 - 06/2016 Jinan University**

- Bachelor of Arts, Major: Teaching Chinese as a Second Language

### WORK EXPERIENCE

**09/2017 – Present EDC languages center**

**Part-time English Tutor**

- Teach primary school students

*Job Responsibilities: Teaching them English grammar, marking homework, and dictations*

**09/2013 – Present Private Tutoring**

**Part-time Tutor**

- Tutoring primary school students English

*Job Responsibilities: Helping them finish their English homework and develop their four skills: reading, writing, listening, and speaking*

- Tutoring Korean and American kids & adults Mandarin

*Job Responsibilities: Helping them to finish their English homework and develop four skills: reading, writing, listening, and speaking*

- Tutored a Thai student Cantonese

*Job Responsibilities: Teaching her to speak and comprehend in Cantonese*

**01/2018 – 01/2018 KURMUL INTERNATIONAL SCHOOL (Cambodia)**

**English and Chinese Teacher**

- Taught Mandarin Chinese to grade 1 students

*Job Responsibilities: Teaching them to speak Mandarin Chinese and recognize Chinese characters*

- Taught English to grade 7 & 8 students

*Job Responsibilities: Teaching them English with given teaching materials (Oxford)*

**02/2017 – 07/2017 ZENITH KINDERGARTEN & INTERNATIONAL NURSERY**

**Full-time Mandarin Teacher & Playgroup Teacher**

- Taught Mandarin to kids aged 2 to 7

*Job Responsibilities: Teaching them to speak Mandarin Chinese and write Chinese characters, marking homework, and dictations*

- Organized and Taught Playgroup in Mandarin and English to babies aged 9 months to 2 years

*Job Responsibilities: Telling stories, doing motor-skilled activities and art activities, and preparation for all activities*

**10/2016 – 01/2017 Caritas Hong Kong**

**Part-time Tutor**

- Helped P3 & P5 students with their homework

*Job Responsibilities: Guiding them in finishing their homework and teaching them English grammar*

### VOLUNTEER EXPERIENCE

**10/2014 – 11/2015 Guangzhou Recovery Trial School, Guangzhou**

**Volunteer Teacher**

- Taught and helped students with homework, and conducted playgroups

**08/2013 Longsheng, Guilin, GuangXi**

**Volunteer Teacher**

- Taught simple, practical English to minorities in tourist spots for the development of tourism

## **POSITIONS OF LEADERSHIP**

**09/2013 - 06/2015**    **Student Union, College of Chinese Language & Culture, Jinan University**  
***President of HR Department***

**09/2013 - 06/2014**    **Volunteer Recruitment Association, Jinan University**  
***President of Human Resources Department***

## **HONORS AND AWARDS**

### **Academic Awards:**

**12/2015**        Third Honor Scholarship for the Year 2013-2014, Jinan University

**12/2014**        First Honor Scholarship for the Year 2013-2014, Jinan University

**12/2013**        First Honor Scholarship for the Year 2012-2013, Jinan University

### **Arts Awards:**

**06/2013**        2<sup>nd</sup> Prize, Essay Competition, College of Chinese Language & Culture, Jinan University

### **Leadership Awards:**

**06/2014**        Outstanding Director, Student Union, College of Chinese Language & Culture, Jinan University

## **CERTIFICATE**

**PSC (Putonghua Shuiping Ceshi) 2A**

## **LANGUAGE SKILLS**

English, Mandarin, Cantonese, Hakka, basic Thai