

# Tiffany Chen

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<b>OBJECTIVES</b>	To utilize my educational experience, skills and knowledge to obtain a position as a K-6 Elementary or Special Education teacher.	
<b>EDUCATION</b>	<b>Neumann University</b> <ul style="list-style-type: none"><li>Bachelor of Arts Degree in Early Childhood/Elementary Education with Certification in Special Education</li></ul> <b>Cumulative GPA: 3.28/4.00</b>	<b>Aston, PA</b> <b>Aug., 2006 - May, 2010</b>
<b>PROFESSIONAL CERTIFICATIONS</b>	<b>TESOL-TEFL International Training - Paris Center</b> 120 Hours TESOL/TEFL Certification	<b>Paris, France</b> <b>June, 2011</b>
	<b>Pennsylvania Department of Education</b> Instructional I. Certificate in Elementary Education (K-6) and Certificate in Special Education (K-12)	<b>Harrisburg, PA</b> <b>July, 2010</b>
<b>SPECIAL SKILLS</b>	<ul style="list-style-type: none"><li>Fluent in Cantonese Chinese – Bilingual</li><li>Cooperative Learning, Classroom Management, Differentiated Instructions, Microsoft Office, Public Speaking and Arts and Crafts</li></ul>	
<b>PROFESSIONAL EXPERIENCE</b>	<b>Green Tree Childcare and Learning Center</b> <i>Director &amp; Lead Teacher</i> – Toddlers, 1-3 years old	<b>Philadelphia, PA</b> <b>June, 2013 – Present</b>
	<ul style="list-style-type: none"><li>Maintains an organized daily schedule for teachers and students</li><li>Guides potential parents and children on tours and information for possible enrollment into the center</li><li>Values comments and concerns from teachers and parents</li><li>Encourages a diverse and multi-lingual center for student, teachers and parents</li><li>Utilizes bilingual skills for an effortless transition for ESL students</li><li>Encourages self-expression in younger age group using creative thinking with art</li><li>Values students with milestone accomplishments such as first crawl, walk or word</li><li>Strengthens self-learning and problem-solving with students</li><li>Creates a supportive working environment with colleagues</li></ul>	
	<b>Olympik Tots Childcare and Learning Center</b> <i>Lead Teacher</i> – Preschool, 3-5 years old	<b>Philadelphia, PA</b> <b>July, 2010 – May, 2013</b>
	<ul style="list-style-type: none"><li>Created lesson plans and activities appropriate for age group and level</li><li>Constructed many arts and crafts projects which includes seasonal crafts</li></ul>	

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**EDUCATIONAL  
EXPERIENCES**

- Administered semi-annual parent conference meetings to provide feedback and answer and concerns or questions from parents
- Provided assistance on school activities such as Christmas parties and Graduation ceremonies
- Tutored in After-School program for students of K-6<sup>th</sup> grade
- Worked with ESL students and teachers
- Delegated classroom duties to assistant teacher such as small group activities

**TESOL-TEFL International Training – Paris Center**
**Paris, France**
**Teacher Training – Teaching English as Foreign Language**
**June, 2011**

- Studied Methodology and implemented into classroom
- Taught interactive communicative EFL classes to non-native English speaking adults and selected course books appropriate for classroom and students' level
- Evaluated peer performance of TEFL put into practice
- Established cooperative working environment with training teachers

**Exton Elementary School**
**Exton, PA**
**Student Teacher- Kindergarten & Autistic Support Room (K-2)**
**Jan. – Apr., 2010**

- Observed Individual Educational Plans (IEP) meetings for Autistic students to help them reach their goals for the remainder of the school year
- Assisted in an inclusive classroom by helping with daily routine and assignments
- Attended teachers' and IEPs workshops and faculty and staff meetings
- Provided assistance and worked in partnership with parents on school activities such as the Principal's Farewell Assembly, and "Jump Rope for Heart"
- Performed differentiated instruction in Autistic Support classroom with identifying, counting and adding pennies, nickels and dimes to 5 Autistic Kindergarten students
- Introduced "Touch Math" to 3 Autistic Support students
- Utilized social interaction skills and fine motor skills in weekly cooking lessons with 9 Autistic Support students

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**PROFESSIONAL  
ORGANIZATIONS**

- Delaware Valley Association for the Education of Young Children (DVAEYC)
- Pennsylvania Child Care Association (PACCA)

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**SPECIAL  
INTERESTS**

- Arts and Crafts
- Music
- Traveling