

## EDUCATION

### **B.A. in Economics**

December 2007 San Francisco State University

### **Citizenship Interview Test, Certified Instructor**

12/16/2009 – 2014 California Adult Education Accountability and Assessment

### **American Red Cross First Aid and Cardiopulmonary Resuscitation,**

**Certified Instructor** 01/05/2010 – 2017 American Red Cross

### **Fire and Casualty Insurance License**

March 2008 – 2012 California Department of Insurance

### **Life and Health Insurance License**

March 2008 – 2012 California Department of Insurance

### **Running Man Athletic Club, Certified Coach**

1999 Hong Kong Amateur Athletic Association

## WORK EXPERIENCE

### **Future Leadership Academy**

Hainan China

### **Student Activity Coordinator, Middle School Math Teacher, High School Physics Teacher and Head Teacher**

August 2019 - current

- Develop and implement curriculum and lesson plans for in-person and online learning that foster effective teaching of knowledge and skills to my students. Lead STEM Weeks and Months by creating hands-on, inquiry-based, project-based activities that build excitement for science.
- Manage and evaluate learning progress of students.
- Communicate with parents about students' learning progress, plan and lead parent meetings.
- Establish classroom culture by facilitation, mediation, conflict resolutions, and accountable Acts.
- Guide student behavior to foster their academic achievement, personal responsibility, intellect and individuality.
- Participate in process of student admission and teacher hiring
- Advise and support student leadership skills, such as undertaking PPE donation fundraising.
- Collaborate with colleagues, students, and parents for community programs like beach cleanup, community gardening. Teach English to local disadvantaged students.
- Coordinate, review, and monitor school Movie Nights, Talk Shows, Art Nights, Drama Nights, winter and summer camps, and other local events and celebrations like our Chinese New Year parade.

### **Employment Program Representative & RESEA Co-lead**

San Francisco, CA

### **Employment Development Department, State of California**

February 2019 – August 2019

- Conducted Unemployment Insurance (UI) eligibility interviews.
- Determined eligibility for UI benefits in accordance with laws, regulations, and

policies.

- Interpreted and applied laws, policies, and precedents to decisions for individual cases.
- Organized and disseminated labor market information to employers and applicants.
- Managed job-seekers in meeting their employment goals.
- Led and facilitated regular job-related training and workshops for claimants.
- Provided consultation for claimants in job seeking.

**Business Owner**

New York, NY

**YiNar Global, Inc.**

December 2014 – December 2018

- Provided sales-skills training and evaluated employee's sales goals weekly.
- Developed business management goals.
- Organized and coordinated operations meetings monthly.
- Examined new opportunities in current and potential markets.
- Solved customer needs and concerns by conducting quarterly marketing inquiries.
- Identified legitimate suppliers by visiting local and international factories.
- Arranged international and domestic logistics.

**Naturalization Program Supervisor**

San Francisco, CA

**Self-Help for The Elderly**

February 2008 - 2014

- Initiated program performance goals and project deadlines.
- Delegated work to employees, tracked their progress, and provided constructive feedback throughout projects.
- Addressed employees, clients, and public concerns in an effective and timely manner.
- Conducted team members' performance reviews and provided constructive feedback on goals and professional development.
- Managed over 600 client cases annually.
- Lead regular community-based organizational meetings with local U.S. Citizenship and Immigration Services.
- Collaborated with management team to write program-funding proposals.
- Worked with founders and politicians on proposals, regulations, and policies that impacts the needs of our clients.
- Enhance and maintain positive working relationships with program staff and the public.  
Coordinated and facilitated public citizenship workshops.
- Collaborated with other community organizations to build the San Francisco Pathways to Citizenship Initiative.

**Citizenship Interview Test, Certified Instructor**

San Francisco, CA

**California Adult Education Accountability and Assessment**

–01/05/2009 2014

- Evaluated the English level of students required to pass the USCIS English naturalization oral interview.
- Conducted one-on-one mock-exams with students. Developed personal study plans for individual students. Maintained 90% passing rate of the USCIS interview.

**Translator**

San Francisco, CA

**United Healthcare Workers West** February 2008 – October 2015**California Federation of Teachers** February 2008 – 2013**Em Johnson Interest, Inc.** February 2009 – December 2010**BRIDGE Housing Corporation** February 2010**San Francisco Community Land Trust** February 2008 – October 2009

- Translated flyers, minutes, and documents from English to Chinese and Chinese to English.
- Provided simultaneous translation in regular membership meetings.

**Calculus Tutor**

San Francisco, CA

**Kumon Math & Reading Centers**

February 2003 – October 2005

- Worked with students on specific topics where they had difficulties.
- Reviewed homework assignments, tests, and worked through problems that students did not answer correctly.
- Communicated with parents and guardians about problem areas that required attention.

**AP Physics Tutor****George Washington High School**

San Francisco,

CA February 2003 – October 2004

- Explained lesson challenges, laboratory work, and homework assignments to students.
- Prepared and delivered lectures to AP Physics students on topics such as classical mechanics: Newtonian, kinematics, dynamics, oscillations, waves, fluids, thermodynamics, optics, etc.
- Initiated, facilitated, and moderated group project discussions

**Hong Kong Certificate of Education Examination of Physics Teacher Assistant****Pui Kiu Middle School**

HK,

China Dec 1998 – May 2002

- Taught and supported students from Grades F1 – F5.
- Conducted many physical experiments that inspired excitement in physics.

**School News Reporter****Wenweipo, Mingpao, Ta kung Pao**

HK, China

Sep 1997 – May 2001

- Collected and analyzed Hong Kong school-related information and policies.
- Wrote columns, conducted interviews, and reported to three major newspapers in HK.