

# Yuntian Shi

Toronto, ON M4T 1E3 Canada | Tel: (343) 988-3149 | Email: yuntian.shi@mail.utoronto.ca

## EDUCATION

**Master of Teaching in Teaching (Junior/Intermediate)**, University of Toronto 2023

- Teachable in History; Lead to certification with the Ontario College of Teachers
- Annotated bibliography and Literature review: Ontario Education Policy Reform in 1990s

**Joint Honours Bachelor of Social Sciences in Political Science and in History**, University of Ottawa 2021

- Completed course works in qualitative and quantitative research methods
- Policy Brief: Universal Basic Income in the Canadian Context
- Annotated bibliography and Literature review: Indian Act and Indigenous Education

## RESEARCH EXPERIENCE

**Paper Presented/Presentation** April 2021

*POL&PAP Undergraduate Student Conference, University of Ottawa, Ottawa ON*

- Title: Contemporary Chinese Legislature

**Research Assistant** January 2020 – April 2020

*University of Minho, Braga, Portugal*

- Transcribed interview scripts into a document that enables in-text searching.
- Read research-related journal articles to provide accurate feedback and writing suggestions to research papers for non-native English speakers.
- Proofread various documents including correspondence and emails.

## PROFESSIONAL EXPERIENCE

**Student Teacher**

*Givins/Shaw Elementary School, Toronto ON* April 2022

- Instructed a class of 31 grade 4 students, ten with IEPs, on science, math and media. Used multi-media and special classroom management strategy to create an engaging class.

*Bessborough Drive Elementary and Middle School, Toronto ON* March 2022

- Instructed a class of 28 grade 7 students, two with IEPs, on integers and fractions. Used multi-media and differentiation to create an engaging class.

**Teaching Assistant** September 2020 – December 2020

*University of Ottawa, Ottawa ON*

- Supported online courses for both the teacher education and graduate studies programs. Assisted in both synchronous and asynchronous delivery.
- Answered and responded to emails with a client-oriented approach to solve professors' questions and requests within a timely fashion.

**Private English Tutor** 2018 – 2021

*Self-Employment, Ningbo China*

- Developed a personalized plans based on students' ability and personality; Adjusted the plan accordingly with signs of progress and performance of the student.
- Delivered the lesson on an intuitive and inspiring manner by applying the pedagogy theories learnt from previous teaching assistant positions to lessons.

**Classroom Support**

*Ridgemont High School, Ottawa ON* October 2018 – April 2019

- Monitored study sessions and actively offered support to students.

- Gave lessons to 20+ students and presented information in formats that eased their comprehension.
- Worked with Arabic newcomer students and provided support for their academic transition.

*Gloucester High School/Glashan Public School, Ottawa ON*

February 2018 – November 2019

- Monitored study sessions and actively offered support to students.
- Helped teachers with distributing and organizing learning materials.

#### **Numeracy Instructor**

February 2018 – April 2018

*York Street Public School, Ottawa ON*

- Planned and lead different math-based study activities for middle school students.
- Answered students' questions by delivering key concepts and guiding them through the steps of problem-solving.

## **ACADEMIC AND ADMINISTRATIVE EXPERIENCE**

#### **Abstract Reviewer**

February 2022

*OISE Graduate Student Research Conference, University of Toronto, Toronto ON*

- Review submitted abstracts to ensure the quality of the research, its relevance to the field, and its appropriateness for the journal.

#### **Administrative Assistant**

June 2019 – August 2019

*Imagination English Inc., Shanghai, China*

- Maintained an updated inventory of all office equipment.
- Ensured the cleanness and tidiness of the office environment.
- Completed staff's general administrative requirements, expenses report, and travel needs.
- Coordinated with human resources on new employee on-boarding process including issuing new employee equipment.
- Communicated with foreign staff in the company for solving their problems and issues encountered in China.

#### **Office Assistant**

July 2018 – August 2018

*Jiangdong District Bureau of Justice, Ningbo, China*

- Organized offenders' archives under the district jurisdictions in order to meet the municipality standards; Maintained all information confidential.
- Conducted comparative research between Canadian and Chinese community corrections system; formed a report with suggestions on potential optimization towards current community corrections system in China.
- Wrote a news release on rehabilitation activities that are organized by communities under the jurisdiction.

#### **Office Volunteer**

February 2018 – May 2018

*Educate and Feed Communities Foundation, Ottawa ON*

- Provided suggestions for ongoing projects including strategic plan
- Edited administrative documents including communication letters and attendance sheets to meet's various needs of organization operations

## **LANGUAGE AND TECHNICAL SKILLS**

- Fluent in Mandarin Chinese and English
- High Proficiency in Microsoft Office Suite including Word, Excel, PowerPoint, OneNote, and Outlook; Intermediate in Adobe InDesign; Beginner in Adobe Premiere Pro, SPSS and R.

## **REFERENCES**

Available upon request