

My Resume

Name	Zhou Aiqin	Sex	Female	 照片
birthday	09/11/1973	Height	162	
native place	China	nationality	Chinese	
Highest education	Master degree	School	Shanghai Marine University	
Major	English	Job function	Teacher or director	
Tel	13371972396\ 253-229-6796	Email	Zhouaiqing1@126.com	
Postal Code	98409	Address	833 South Steele St. Tacoma, WA, 98405	
curriculum vitae	1991-1993 Huanggang Normal University vice bachelor degree 2001-2005 Wuhan University bachelor degree 2007-2009 Shanghai Maritime University master degree			
hobbies	Reading, singing and keeping fit.			
work experience	Huangzhou No.1 Middle School 1994-2007 English teacher — Teach English 320 minutes a week plus 40 minutes' weekend English Lesson to help students after school. — Set exercises for students and Check them as well as prepare final exam papers — Supervise other teachers' teaching and help interview and train new teachers — Attend the school meeting and the grade-level meeting — organize and participate demo English lessons Gench University 2008-2009 Teaching Assistant — Design course curriculum materials for college students			

	<ul style="list-style-type: none"> — Plan and deliver lessons in a clear and appropriate manner — Set, moderate and grade the exam papers for students — Monitor and maintain college students moral and motivation — Ensure student discipline — Assist with university promotional activities <p>Anshun University 2009-2011 Lecturer&Teaching secretary</p> <ul style="list-style-type: none"> — Plan and deliver Translation lessons in a clear and appropriate manner — Set, moderate and grade the exam papers for students — Monitor and maintain college students moral and motivation — Ensure student discipline — Supervise and assist with student graduation thesis statement — Manage the interview of teachers and train them in addition to hosting some teaching meeting — Answer phones, greet and assist leaders and visitors, and handle general administrative duties, such as filing, faxing, copying and mailing. <p>Shanghai Liberal Art Training Company 2011-present Director</p> <ul style="list-style-type: none"> — Supervise and train 22-person office staff. — Participate the market or promotion meeting — Participate teaching meeting — Name member representatives on upcoming meetings. — Handle correspondences, document invoices and budgets — Check in-office calendar and training calendar — Check client databases — Check order forms — Deal with clients