

# YANG WEI

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## OBJECTIVE

Seeking a full-time job in the capacity of Office Support Assistant within general business environment that can utilize the strengths of excellent bilingual communication & interpersonal skills, excellent customer service senses, professional demeanor and the fact being a organized, dependable and motivated team player.

## EDUCATION

California State University, San Bernardino, CA	San Bernardino, CA
Master of Arts; Major in English Composition GPA 3.850	09/2012-06/2014
Xi'an International Studies University	Xi'an, Shaanxi Province, China
Bachelor of Arts; Major in Teaching Chinese as a Second Language	09/2008-06/2012

## EXPERIENCE

CSUSB Writing Center – San Bernardino, CA	04/2014 – 06/2014
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### Writing Consultant

- Provided academic suggestions, feedbacks regarding students writing assignment
- Conducted text analysis, grammar and reference style instruction as needed
- Achieved satisfied consulting and instructing services to students from diverse backgrounds
- Assisted with administrative tasks, data collection as well as tutor evaluation
- Designed conversational topics and activities specialized for international students

AIESEC, – Krakow, Poland  
Chinese Instructor

07/2010 – 09/2010

- Designed and implemented classes teaching situational Mandarin specialized for children
- Combined extra-curricula activities with introducing Chinese cultural that were warmly welcomed by students
- Built rapport with children and taken care of them physically and intellectually, lead them to outdoor activities
- Build a bridge between local Polish children and China, Chinese culture

SHAANXI History Museum–Xi'an, China  
Bilingual Interpreter

11/2009 – 06/2010

- Conducted at least four Mandarin museum tours daily in the pursuit of meeting tourist needs by introducing the cultural relics professionally, answering related questions, recommending places, tours and managing complaints
- Met tourist needs by offering exceptional customer services skills that ensure every customer has been taken good care of
- Promoted the Museum souvenirs sales by 20% by introducing and marketing the products to customers

The 11th International Cognitive  
Linguistic Conference–Xi'an, China  
Volunteer

07/2012

- Provided assistance to the preparation of 7-days conference materials, food, accommodation
- Responsible for the presentation room management and assisting the presenter before their presentation and the post Q&A sessions
- Delegated to lead one group of professional scholars to local sightseeing by acting as a tourist guide
- Personal assistant to one of the four key note speakers regarding conference materials presentation and local sightseeing

## ACTIVITIES

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| • Volunteer of Meeting of the minds Symposium, San Bernardino, California  | 05/2013   |
| • Teaching college-level students Chinese Intern, Xi'an, China             | 04/2012   |
| • Volunteer of Local Environmental Protection Educational Team             | 04/2012   |
| • Chinese tutor for students from Brazil, U.S.A., Kazakhstan, and Vietnam. | 2011-2012 |