

JIAJING LI

4110 39th PL • Sunnyside, New York 11104
347-399-1759 • lijiajing5@gmail.com

QUALIFICATIONS PROFILE

Astute, experienced educator leveraging exceptional academic background and hands-on experience to provide topnotch service as a education advisor/consultant/ teacher/ teacher assistant/sales/coordinator.

- Poised to effectively advise and coordinate students regarding study abroad program participation, serving as primary student contact and interfacing with various university programs to maximize opportunities.
- Adept communicator, skillfully providing pertinent information and relating productively with various audiences. Able to significantly enhance program participation through key marketing promotions.
- Experienced in providing diverse classroom instruction; prepared to provide bilingual education and oversee Teaching English as a Second Language (TESOL) programming.
- Dedicated team player, consistently supporting shared goal achievement; draw from international background fostering cultural awareness. Fluent in Mandarin and Cantonese.
- Effective administrator, providing essential leadership based on professionalism as well as adaptability; foster positive environments while maintaining quality and organization.
- Creative and highly motivated; proven strength in developing and implementing key solutions. Technologically proficient with MS Office Suite, Prezi, Corel Video Studio, and Adobe Photoshop.

EDUCATIONAL BACKGROUND

Master of Science in TESOL & Childhood Education, 2014; GPA 3.91

ST. JOHNS UNIVERSITY – New York, New York

Completed 2.5 year study abroad experience; recommended repeatedly for participation in Annual Alumni Insider's View U.S. Capital Program based on outstanding academic performance

Bachelor of Arts in English, Minor in Finance, 2011

JIANGXI UNIVERSITY OF FINANCE AND ECONOMICS – Nanchang, Jiangxi, China

Advanced Individual Award ~ Publicity Committee (four years) ~ Represented entire foreign language school in attending Venture Competition

Certification: Mandarin Secondary – Level A

Professional Development: Mandated Reporter Training ~ School Violence Prevention & Intervention ~ Dignity for all Students Act (DASA) Training

PROFESSIONAL EXPERIENCE

P.S 21 EDWARD HART | P.S 144 COL JEROMUS REMSEN, New York, New York

Student Teacher, ESL Program | Fifth Grade Talented & Gifted Class, 2/2014–5/2014

Provided cooperative instruction to second-and third-grade English Language Art (ELA) students, utilizing multi-sensory resources in conjunction with ESL teacher. Coordinated key activities, including lesson planning, classroom management, assessments and more. Delivered translation services as necessary; interpreted for Chinese parents and teachers at teacher-parent conferences, as well as for teachers and principals. Monitored state exams in collaboration with other teachers; discussed educational issues with teachers and parents. Operated smart board, computer and projector to present lessons. Collected student assignments and managed portfolios; recorded performance and generated student reports, including Limited English Proficiency (LEP) Identification reports. Previously co-taught fifth grade students in English Language Arts, Math, Social Studies, and Science. Supported classroom teacher in organizing learning projects. Communicated with students and offered strategies for problem solving.

- Successfully tutored 13 students in ELA and math through after school program. Presented mini-lessons to classroom teachers; organized workshop and led other student teachers in sharing experiences and ideas.

Continued...

JIAJING LI

Page 2

- Effectively developed language foundations for English as Second Language (ESL) students and motivated English Language Learner (ELL) interests in building English skills.
- Assisted 20+ non-English speaking students in understanding lessons and activities presented by classroom teachers, and enhanced 13+ ELL students' English test scores.
- Suggested and implemented "learning by playing" with focus on helping students, significantly contributing to ELL student success through various activities.
- Promoted student interest in Asian culture; recommended establishment of classroom sharing center to increase student sociability.

P.S 11 KATHRYN PHELAN, New York, New York

Practicum (Bilingual Program, English | Spanish), 9/2013–11/2013

Supported classroom teacher in managing entire class; organized activities, decorated classroom and conducted examinations. Interfaced with students regarding daily experiences and study issues; communicated with classroom teacher to discuss students, teaching strategies, and more. Interacted with parents and provided suggestions for supporting children. Corrected student assignments and exams; managed student portfolios. Documented parent contact information; distributed notification letters. Trained students for appropriate response to various safety drills.

- Developed English Vocabulary bulletin that enhanced student language use; created community by using student pictures to model social studies concept of community.
- Genuinely related to ELL students based on key experience; understood thought processes and challenges, facilitating positive, pertinent support.

NEW ORIENTAL SCHOOL, Nanchang, Jiangxi, China

English Teacher, 6/2011–12/2011

Provided English language instruction and promoted available English learning programs, including courses and overseas camps as well as relevant products, including books. Maintained customer contact; collected feedback and suggestions. Supported admission office in enrolling new students; trained new assistant teachers in implementing new English learning programs. Created lesson plans to include engaging materials; employed effective teaching strategies. Managed comprehensive administrative tasks; filed information, greeted visitors, and purchased equipment and supplies. Drafted correspondence, organized meetings, and communicated with students and parents regarding study and living conditions. Skillfully resolved conflict among customers and staff. Collaborated with staff and management, discussing current issues and solutions, new program development, lesson plan improvement, and more. Liaised among departments and streamlined staff workflow.

- Spearheaded bi-weekly workshop; led colleagues to discuss, study, and present excellent ideas for improving teaching quality, reducing expenses, and building business.
- Built strong advertising team to significantly increase enrollment for the year of 2011, boosted departmental productivity through various assigned tasks, including administration, marketing, and advertising.
- Promoted team cooperation and support; maintained 0% rate for dropped classes, increased enrollment in overseas summer camp by 15%, and boosted counseling rate for overseas study program by 31.5%.
- Designed new 1:1 English study programs to replace 1:10 model; multitasked beyond teaching to drive success.

EIC EDUCATION, Beijing | Nanchang, China

Study Abroad Advisor, 4/2010–5/2011

Volunteered to provide consulting service across diverse study abroad issues, including major studies and available schools as well as appropriate countries and application / visa processes. Advised customers in preparing documentation required for traveling abroad. Arranged lodging within foreign countries; conducted language test training such as TOFEL. Organized customers' portfolios; provided resume-writing assistance and arranged mock visa interviews.

- Successfully assisted 100+ customers in launching study abroad; facilitated development of lifetime goals.
- Utilized first-hand experience to navigate issues and provide useful, detailed customer information.