

DuoJia Qian

dqian@wisc.edu · (541)-868-4933
4725 Sheboygan Ave. Apt 241, Madison, WI

EDUCATION:

University of Wisconsin-Madison, Madison, WI

Master of Science in Educational Leadership and Policy Analysis **09/2013 - Present**

- Current GPA:3.8

University of Oregon, Eugene, OR

Bachelor of Science in Mathematics **06/2011 – 06/2013**

- GPA: 3.38

American English Institute

01/2011 - 06/2011

Shanghai Jian Qiao University, Shanghai, China

Computer Science coursework **09/2008 - 12/2010**

WORK EXPERIENCE:

University of Wisconsin – Madison Preschool Lab, Madison, WI

06/2014 – Present

Assistant Teacher

- Assist primary teacher in planning and implementing activities
- Structure safe and positive atmosphere for every kid to learn and play
- Communicate with family and provide timely feedback

Olson Elementary School, Madison, WI

06/2014 – 08/2014

Principal Intern

- Implemented school-wide positive behavioral supports
- Enhanced problem solving, anger management and conflict resolution skills
- Promoted family and community engagement to support student learning
- Evaluated and provide practical strategies on teachers' teach
- Engaged individual and group participation

COMMUNITY EXPERIENCE:

Van Hise. Elementary School, Madison, WI

01/2015 –Present

Volunteer Teacher Assistant

- Support different levels English learners in learning English
- Established effective classroom management practices
- Designed individual study plan for students in different grade level

Shorewood Hills Elementary School, Madison, WI

01/2014 –12/2014

Volunteer ESL Teacher Assistant

- Provided assistance to students with English learning
- Participated in student discussion and answer their questions
- Helped students achieve critical thinking and problem solving skills
- Monitored and assessed students progress

Eugene South High School, Eugene, OR

10/2012 –06/2013

Math Tutor

- Participated in student discussions and answered their questions
- Assisted teachers in helping the students solve problems

- Eugene Chinese Christian Church, Eugene, OR** **06/2011 – 06/2013**
Sunday School Teacher
- Instructed 20 children in basic Bible knowledge
 - Led children's worship
- International Students Orientation, Eugene, OR** **08/2012 - 09/2012**
Volunteer Mentor
- Acted as a super leader in the term and took major responsibility in the tutoring
 - Provided tour information to new students
- Shanghai Wan Liao Primary School, Shanghai, China** **06/2010 - 11/2010**
Volunteer Mentor
- Instructed primary students with various subjects and graded homework
 - Communicated with guardians of students to improve education quality
- Shanghai EXPO, Shanghai, China** **05/2010 - 10/2010**
Volunteer
- Provided tour information to visitors
 - Handled health emergencies of visitors
- University Students' Management Committee, Shanghai, China** **04/2009 - 06/2010**
Team Member
- Planned and conducted campus activities such as University's Olympics
 - Acted as professional photographer at every event

ACADEMIC HONORS & AWARDS:

Cardiopulmonary Resuscitation (CPR) Certification
 Dean's List, University of Oregon
 American English Institute, University of Oregon Honor Certification
 Scholarship of Shanghai Jian Qiao University, Shanghai Jian Qiao University
 Expo Outstanding Volunteer Honor, Shanghai EXPO
 Co-Worker Honor Certification, Co-Worker Program
 Excellence Award in Shanghai Computer Level Grade Examination
 Merit Student in Shanghai Jian Qiao University
 Second Prize in "Research Program" Excellent Thesis Evaluation of High School

SKILLS/ SPECIALIZATIONS:

Extensive computer science, technological photography skills

- Microsoft Office Specialist 2003 Expert, Microsoft Proficiency Certifications
- C Language of Computer Level Grade Examination II, C Language Contest

Excellent communication and cooperative skills

- University of Wisconsin-Madison English Tutoring Certifications

Advanced photography skills

- Advanced experience in visual storytelling
- Published photographs in Behold magazine – October 14 and November 13 issues

Outstanding language skills

- Mandarin Chinese: Native speaker
- English: highly proficient in both spoken and written English