
Qualification Highlights

- Excellent spoken and written communication skills in both Mandarin and English
 - Strong Interpersonal communication and good customer service and satisfaction skills
 - Sharp, innovative, quick learner, ability to adapt to new challenges
 - Conscientious, detail oriented, dependable, responsible and efficient
 - Ability to work independently with little or no supervision, or as part of a team
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Experience

CSUSB Writing Center, San Bernardino, CA
Tutor, 2013 – Present

- Worked one-to-one with students on every aspect of the writing process, ranging from brainstorm, rough drafts to final drafts.
- Achieved satisfied consulting and instructing services to students from diverse backgrounds
- Provided writing assistance for a broad range of academic activities, including the use of computers in the process of composing
- Respond effectively to the Director and assisted with administrative tasks and projects that specialized for ESL students

AIESEC, Krakow, Poland
Volunteer teacher, July 2010 - September 2010

- Prepared and implemented classes teaching Chinese Mandarin as well as introducing Chinese culture that are warmly welcomed by local children
- Coordinated classroom exercises and activities that engage the students by utilizing computer technology, songs, games, books to engage children
- Conducted extra-curricula activities that involved introducing traditional Chinese activities
- The great patience to children and efforts to assist daily administrative management been highly recognized

SHAANXI History Museum, Xi'an, China
Docent, 2009 – 2010

- Conducted at least four Mandarin museum tours daily to visitors that strive to meet tourist needs by introducing the cultural relics, answering related questions and recommending tours
- Acted as a liaison between an English native speaker volunteer and the local museum worker and actively coordinated the English Interpreter Training Program to ensure its function
- Assisted in the transcript of the description of the culture relics that further approved by seniors
- Interpersonal communication, customer services and satisfaction skills and cross-cultural sense been greatly improved

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Education

California State University, San Bernardino, CA

MA English Composition Applied Linguistics & TESL, 2014

GPA 3.85

Xi'an International Studies University, Shaanxi China

BA Teaching Chinese as a Second Language, 2012

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Activities

- Volunteer of Meeting of the minds Symposium, San Bernardino, California 2013/5
- Chinese tutor for students from Brazil, U.S.A., Kazakhstan, and Vietnam. 2011-2012
- Volunteer for International Cognitive Linguistics Conference, Xi'an, China 7/2011
- Teaching college-level students Chinese Intern, Xi'an, China 4/2012