

# YITING CHRISTINE CAI

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*Instructional Design | Project Management | Funding Generation | Learning Theories | Curriculum Development | Content Management  
Teaching and Coaching | Organizational Skills | Commercial Awareness | Multi-lingual Communication | Leadership | Critical Thinking*

High-performing and forward-thinking professional offering transferrable skills and expertise in creating cutting-edge digital concepts and solutions for interactive learning materials and educational products. Employs innovation and creativity in bridging the gap between learning theories and visual elements, particularly by mastering the techniques in coding, CMS and UI/UX design, prototypes, and wireframes.

## CORE QUALIFICATIONS

- **Project Management.** Maximizes organizational skills to thrive in the prioritization, delegation, schedule monitoring, funding generation and budget management of projects and programs while identifying process gaps and redundancies, innovative methods and opportunities to streamline work processes and implement cost-saving opportunities and lead-time compliance.
- **Solid background in teaching.** Exhibits expert knowledge of classroom management, curriculum development and implementation, as well as student performance assessment and improvement. Proven to endure work pressure and trained to manage highly critical tasks while consistently juggling multiple priorities in preparing teaching materials and other general instructional responsibilities.
- **Strong record of leadership and collaboration.** Leverages invaluable exposure to fast-paced and demanding work environments, reinforced by fluency in Chinese, English and Spanish, in establishing rapport across cross-functional, multi-level stakeholders.
- **Cognizance of the latest trends and global innovation, in view of obtained certification in New Media, Workforce Diversity, and Inbound Marketing.** Successfully created and designed personal blog and website, and continually optimizes social media and other emerging platforms and trends to advance organizational branding, functionality and operability.
- **Commendable work ethics.** Combines a client-focused work ethic with proactive problem-solving strengths. Enthusiastic team player with quick-study capabilities, appreciated by others for willingly stepping up to any challenge.

## RELATED EXPERIENCES

*Coding Instructor, Girls Who Code* | New York, NY Jun 2018 - Aug 2018  
Provided comprehensive instruction on Computer Science to students at various learning levels. Developed and refined lesson plans as well as designed class activities and instructional materials. Monitored and reported students' progress through detailed documentation and communication with supervisors, stakeholders, and parents. Promoted a positive environment particularly for high school girls to bridge the gender gap in the technology field.

*Web Developer, Columbia University TC External Affairs Department* | New York, NY Mar 2018 - Aug 2018  
Transferred current websites to the new site template in the T4 content management system. Performed quality assurance testing through debugging and other appropriate procedures. Managed content migration, content entry, site testing, media library, and lite site development.

*Teaching Assistant (Volunteer), Solomon R. Guggenheim Museum* | New York, NY Jan 2018 - Jun 2018  
Improved overall performance of learning artists by facilitating one on one, small group, and after-class discussions. Assisted teaching artists in the annual exhibition of student artworks.

*Legal Associate, Alibaba Group* | Hangzhou, Zhejiang Jan 2017 - Jun 2017  
Administered and dealt with legal cases and documents, including intellectual properties and trade disputes from Tmall and Taobao platforms. Ensured case coordination and information confirmation through daily correspondence with national and regional courts.

*Web and Video Production Intern, HW Creative Marketing* | Athens, Georgia Jul 2016 - Dec 2016  
Provided clients with email campaign templates and website and blog contents. Gained invaluable knowledge on basic user data analysis, SEO methodology, and marketing strategies.

*Counselor and Teaching Assistant, Summer Institute for the Gifted* | Various Locations Jul 2015 - Aug 2015 and Jul 2016 - Aug 2016  
Supervised over 200 students ranging from 9-17 years old. Developed course curriculum and prepared relevant programs and activities. Entrusted with the health and well-being of all children in assigned group throughout the activities. Encouraged international students to improve their English skills and overcome culture shocks.

*Residential Assistant and Tutor, TRIO Upward Bound* | Athens, Georgia May 2014 - Jan 2016  
Established a college mentorship program for over 50 first-generation and low-income high school students to improve their academic outcomes. Utilized engaging, educational programs, projects, and activities in teaching and tutoring children.

*President, Chinese Language Society* | Athens, Georgia Aug 2015 - Feb 2016  
Conducted and led weekly meetings with the executive board. Managed organizational activities by hosting fundraising activities and collaborating with other student organizations.

*Intern (for a day), Kohl's Department Stores* | Lawrenceville, GA May 2014  
Worked closely with the manager to acquire hands-on knowledge on customer service and marketing strategies.

## EDUCATION



**Master of Arts in Instructional Technology and Media**

*Teachers College, Columbia University* | October 2018



**Bachelor of Arts in Economics, minor in Spanish and Studio Art**

*University of Georgia* | May 2016



## TECHNICAL PROFICIENCIES

Python | HTML | CSS | JavaScript | RiotJS | Java | jQuery | C | Bootstrap | Wordpress | Github | Xcode  
Firebase | MacOS | Windows OS | MS Office Suite | Adobe Suite | Google AdWords | Google Analytics