**周倩倩**

出生日期：1992年03月 | 婚姻状况：已婚已育 | 学历：研究生

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**综合自我评价**

全英文授课硕士学习经历和国际双语学校英文环境工作经验，培养了我良好的英语口语和写作能力，让我能够很好地适应全英文工作和沟通环境。工作中需要和学生、家长、国外大学及合作方沟通，回复问询，与大学招生、注册和学术部门沟通，指导学生进行大学选课、注册等，对学生有耐心和热情；升学工作中熟悉不同国家高等教育体系、大学专业等；有英语教育专业相关教育背景，硕士阶段培养了良好的研究能力，检索能力、时间管理能力和解决问题能力；有良好的学习能力，组织能力、抗压能力，以及团队意识。

**教育背景**

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| **利物浦大学 （2024 QS全球第176位）** | 2020.9-2023.3 |

*TESOL（英语教育硕士）*

* 在西交利物浦大学完成全英文授课的硕士课程，获得利物浦大学授予的硕士学位；
* 主修课程：英语教学方法论、课程和教学材料设计原则、语言测试与评估、听说教学、语言学（针对外语教师）、二语习得、专门用途英语、研究方法论。

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| **贵州大学（211、双一流）** | 2009.9-2013.7 |

*英语专业（本科）*

* 主修课程：综合英语、高级英语、口语、听力、阅读、高级写作、语音、语法、英国文学、笔译、翻译技能等。

**工作经历**

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| **苏州工业园区外国语学校** | 2018.11-至今 |

高中部学术发展中心教师（升学指导）

英语为高中部授课和工作语言，与外教全英文沟通，学部邮件及工作群沟通使用英文，与海外大学英文邮件、电话及在线会议模式沟通学生大学申请事宜，为学生协调和解决大学申请中遇到的问题，具体工作包括：

**升学规划及指导**

* 上升学指导课，科普各国高等教育体系、申请要求和升学生涯规划知识，促进家校沟通，也培养了自己的沟通和演讲能力；
* 与家长及学生面谈并保持日常沟通，提供大学申请规划方案，解答学生及家长升学疑问，回答问询；
* 建立学生个人档案、完善学生情况数据库；负责学生选课、考试、竞赛、课外活动及背景提升项目规划和指导；负责大学申请和签证申请工作；指导学生进行大学选课和入学注册、宿舍申请、出国注意事项和行前指导；
* 升学工作中，与大学保持高质量联络，解决学生升学中遇到的问题；与大使馆和出入境沟通联系学生签证事宜；撰写升学报道文章；向教育局汇报升学数据；
* 制作学生成绩单，在读证明及毕业证明等学校官方材料。

**班级管理、助教和课后辅导**

* 工作期间，两年兼任副班主任,协助高中班级管理、学生日常事务协调处理，信息通知，组织学生参加各项活动；
* 一年兼任10年级外教英语课助教经历,与外教沟通，协助进行课堂管理和教学，协助学生听课，整理教学资料等；为英语基础薄弱学生提供一对一课后辅导。

**高中部行政工作及活动协助**

* 与学校其它部门协调，与本部门上级及同事沟通，完成部门行政工作和活动安排；
* 负责各类文件表格翻译、编写及制作、信息汇总和编辑，档案整理归档等；部门费用报销；
* 参与学校大学展、音乐会、典礼等学生活动组织和协助支持，和不同部门沟通并推进活动进度；
* 考务工作支持，参与期中期末考试安排及监考工作。

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| **苏州乐美馆** | 2016.7-2018.11 |

英文翻译

* 独立负责几个大专案以及一些小专案的中英笔译翻译及审校工作；
* 负责协助与外方进行接洽沟通工作。

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| **浙江新通留学苏州分公司** | 2014.2-2016.5 |

升学指导

* 与家长及学生沟通升学规划，各国教育体系特点、申请事宜、录取情况；回答家长和学生疑问；
* 负责学生海外院校申请和签证工作，指导学生准备申请材料、设计文书架构，英文文书撰写；为学生进行面试辅导；
* 协助学生大学选课、注册、安排住宿，接机和国外生活指导等。

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| **江西化学工业学校** | 2013.6-2013.12 |

班主任，英语教师

* 班级管理、家校沟通和英语教学：班级日常管理工作、组建班委会，培养班级核心队伍，制定班级公约，组织学生活动；
* 与学科老师沟通学生学习情况，讨论学生的学业进展；
* 与家长建立良好沟通，反馈学生综合学情；
* 教授英语课程，制定教学计划，完成教学任务。

**证书和技能**

**证书**

* 英语专业八级
* 高级中学教师资格证（英语）
* KET和PET口语考官资格证

**技能**

* 熟练使用word、excel、PPT等软件

**Qianqian Zhou**

Date of Birth: March 1992 | Marital status: Married with One Child

Education Level: Master’s Degree

Phone: (+86) 15950065152 | Email: Qianqian.Zhou20@student.xjtlu.edu.cn

**PERSONAL STATEMENT**

With postgraduate studies in an English Medium Instruction environment and valuable work experience in a bilingual school, I've honed my proficiency in both spoken and written English, allowing me to seamlessly integrate into an all-English working environment. As a school counselor, I've developed my abilities to liaise with students, parents, and overseas universities, effectively addressing inquiries, communicate with diverse university departments to solve student issues, guide the students in course selection as well as school enrollment; and have a deeper understanding of global higher education systems, including UK. My commitment to service, meticulous attention to detail, time management skills, and team spirit underscore my readiness to excel in fast-paced, service-oriented roles.

**EDUCATIONAL BACKGROUND**

**University of Liverpool (176th in the world in 2024 QS)**

*MA TESOL* Sep. 2020 – Mar. 2023

* Completed a fully English-taught Master's degree at XJTLU, and received a Master's degree from the University of Liverpool.
* Major courses: Methods in English Language Teaching, Principles of Course and Materials Design, Language Testing and Assessment, Research Methods, Linguistics for Language Teachers, Second Language Acquisition, Speaking and Listening, English for Specific Purposes.

**Guizhou University (211, Double First Class)**

*BA English* Sep. 2009 – Jul. 2013

* Major Courses: General English, Advanced English, Speaking, Listening, Reading, Advanced Writing, English Literature, Phonics, Grammar, Translation, Translation Skills, etc.

**WORK EXPERIENCE**

**Suzhou Industrial Park Foreign Language School**

*School Counselor* Nov. 2018 – Present

In a high school setting where English is pivotal for instruction and daily operations, I communicate in English with foreign teachers, have departmental email and Wechat group communication in English, liaise with overseas universities through English emails, phone calls, and online meetings regarding students' university application. Specific tasks include:

**Overseas Study Consulting Services**

* Conducting regular lectures on future universities studies, overseas universities’ higher education systems, application requirements and career planning, which developed my communication and presentation skills.
* Have regular parents’ meeting and face-to-face communications with parents and students, providing consulting services for overseas study and respond to inquiries about higher education system, major selection and university application.
* Create students' personal files and update student information database; Guide students to select high school courses and plan exams, competitions, extracurricular activities and background enhancement programs; Assist students in university application and visa application, Assist students in overseas university course selection and enrollment, accommodation application, and pre-departure work.
* Develop and maintain high-quality liaison with universities; and have communication with embassies and immigration regarding student visas; Write Wechat Public Account posts and report data on overseas study to the Education Bureau.
* Issue official documents such as student transcripts, study certificates and graduation certificates.

**Class Management, Assistant Teaching, and After-school Tutoring**

* Among my other duties, I worked as the deputy homeroom teacher for 2 years, assisting in classroom management, coordination of students' daily affairs, information notification, organizing students to participate in various activities.
* Worked as a teaching assistant in a 10th grade foreign teacher English class, communicating with foreign teachers, assisting in classroom management and student learning, organizing the teaching materials, etc.; one-on-one tutoring after school for the students.

**Administrative Work**

* Coordinate with other departments, communicate with leaders and colleagues in my department to complete the administrative work and activity arrangements.
* Responsible for translation and production of various documents and sheets, summary and editing of information, filing and archiving; reimbursement of departmental expenses.
* Assist in organize the school's University Fair, concerts, ceremonies and other student activities.
* Support the examination work, involved in the arrangement and invigilation of midterm and final exams.

**Xac (Suzhou) Inc.**

*Translator* Jul. 2016 – Nov. 2018

* Independently responsible for the translation and proofreading of Chinese and English translations for several large projects as well as some small projects.
* Responsible for assisting in approaching and communicating with foreign marketing partners.

**Zhejiang Xintong Study Abroad, Suzhou Branch**

*College Counselor* Feb. 2014 – May. 2016

* Having communication with parents and students to provide overseas study consulting services, major selection and career direction guidance; Responded their questions about university application procedures, higher education systems and admissions; Provided college application guidance.
* Responsible for overseas study application and visa application; Supported students to prepare their application materials, personal statements, and essays in English; Provided interview coaching.
* Assisted students in university course selection, registration, accommodation arrangements, airport pickups, and gave guidance on living abroad.

**Jiangxi Chemical Industry School**

*Homeroom Teacher & English Teacher* Jun. 2013 – Dec. 2013

* Managed day-to-day classroom activities, established a class committee, nurtured a core student group, developed class conventions, and organized student events.
* Collaborated with subject teachers to discuss students' academic progress.
* Established and maintained positive communication with parents, offering feedback on the student's overall academic performance.
* Taught English courses, developed teaching plans, and accomplished educational objectives.

**CERTIFICATES AND SKILLS**

**Certificates**

* TEM8.
* Senior High School Teacher Qualification Certificate (English).
* KET & PET Oral Examiner Certificate.

**Skills**

* Office Skills: Proficient in using software such as Word, Excel, and PowerPoint.