

Shannon Jin

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SUMMARY

Energetic, open-minded, self-motivated and attentive to detail. Excellent communication skills. Interact easily with diverse people. Enjoy problem solving under challenging situations. Many years of experience in different businesses at various positions. Strong interest in teaching Chinese language and culture. Strong educational background in Chinese literature.

EMPLOYMENT

8/2009 – present, Chaska/Chanhassen High School, Minnesota

Chinese Instructor: Teach Chinese level I to high school students. Had a very successful first semester. Built strong relationship with students and school administrators. Member of the world language curriculum design committee of the school district. Established student exchange program between the school and high schools in China.

9/2006—present, Huaxia Chinese School, Eden Prairie, Minnesota

Chinese Teacher: Taught Chinese to six grade students and advanced Chinese class that prepares students for AP Chinese test and SAT Chinese test.

8/2007 – 7/2009 , Edina High School, Edina, Minnesota

Chinese Instructor: Taught Chinese level I, II, III to high school students. Significantly strengthened the Chinese language program at the school. Highly recognized by students, colleagues and school administrators.

8/2006—4/2009, Huaxia Times Inc., Minnesota

Editor In Chief: Started writing articles for the local Chinese newspaper “Huaxia Times” and became the editor-in-chief of the paper. Newspaper closed due to economic crisis.

6/2006 - 2/2009, Kim Tong Translation service, Inc. and Garden & Associates, Inc.

Interpreter, Translator. Worked as independent contractor for major Interpreting and translation service companies. Highly recognized by the clients for knowledge and professionalism.

9/1997-6/1999, Northern Virginia Chinese School

Teacher: Taught Chinese language to 3rd grade students. Participated in curriculum preparation and textbook selection. Highly recognized by the students and parents as experienced and helpful teacher.

EDUCATION

Masters of Education

University of Minnesota, Minneapolis, MN. February 2010

Masters of Business Administration in Information System Management

Southeastern University, Washington D.C., December 2000

Bachelor of Arts in Chinese Literature

Inner Mongolia Normal University, P. R. China, July 1992

OTHER SKILLS

Computer: Windows XP, MS Office (Access, Excel, Word, PowerPoint), SQL and HTML

Language: Native to Chinese. Excellent in English.

