

# Daphne LEE

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## EDUCATION

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**University of Virginia**, StarTalk Chinese Teacher Academy  
*Teaching Chinese as a Foreign Language* Charlottesville, VA  
June -July 2009

**University of Pennsylvania**, Graduate School of Education  
*Masters of Science in Education (Ms. Ed.), TESOL* Philadelphia, PA  
September 2004 - May 2006

**Fu-Jen Catholic University**  
*Bachelor of Arts (B.A.), English Literature* Taipei, Taiwan  
*Minor in Advertising and Public Relations* September 1996 - June 2000

## EXPERIENCE

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**Belmont Charter School** Philadelphia, PA  
*Mandarin Chinese teacher* September 2008-present

- Teaching Pre-K to 8<sup>th</sup> grades Chinese language and culture
- Developing Chinese language and culture curriculum
- Implementing Classroom management and behavioral management

**Southeast Asian Mutual Assistance Association Coalition Inc.** Philadelphia, PA  
*Program Coordinator* April 2008-August 2008

- A liaison between Nationalities Service Center and SEAMAAC to ensure refugees and asylees needs are met and they are able to access needed services and supports beyond initial resettlement
- Implemented the community building and leadership development workshops
- Instructor for professional development training: Technology (Email, Word, Excel)
- Supervised the case notes of outreach workers in Health Department
- Hosted Senior Benefits Fair 2008 (250 elders)
- Weekly meeting with outreach staff regarding the services provided and cases notes writing
- Senior Enrollment Project with Pennsylvania Department of Aging including services of food, transportation, housing, emergency funds and employment

*ESL instructor, Curriculum Developer* August 2006-April 2008

- Taught English conversation and literacy to immigrants and refugees
- Taught basic computer and internet skills as job training to PA-TANF (welfare) clients
- Assessed individual learner achievement through Basic English Skills Test (BEST) test, and Comprehensive Adult Student Assessment Systems (CASAS) test
- Developed program curriculum and lesson plans
- Supervised/directed part-time and volunteer teachers
- An interpreter to Chinese immigrant families (After School program, Truancy Prevention)
- Taught outreach workers (in Health and Social Services Department) to write case notes and manage quality control

**Drexel University**, Culture and Communication Philadelphia, PA  
*Mandarin Instructor* June 2006-June 2007

- Taught elementary and intermediate Mandarin Chinese and culture to undergraduates

**Han En Chinese School (Chinese Academy)** Philadelphia, PA  
*Mandarin Instructor* September 2006-June 2007

- Taught elementary Mandarin Chinese to the 5<sup>th</sup> grade students

**University of Pennsylvania**, East Asian Languages and Civilizations Philadelphia, PA  
*TA* January 2006-May 2006

- Taught elementary Mandarin Chinese to undergraduate students
- one-on-one tutorials to all beginning students (CHIN-012, Section 001 to 007)

**Chinese Gospel Church, ESL class** Philadelphia, PA  
*ESL Instructor* October 2004-May 2006

- Taught English conversation and grammar to adults at the intermediate/advanced levels of English proficiency

**University of Pennsylvania**, Linguistic Data Consortium Philadelphia, PA  
*Linguistic Annotator* January 2006-August 2006

- Transcription, annotation, and linguistic data analysis of Mandarin Chinese and English
- Quality control for Mandarin Chinese-English / English-Mandarin Chinese translation

**Beta Multimedia Publishing Co.** Taipei, Taiwan  
*English Editor/Translator*, Publishing Department September 2003-July 2004

- Supervised editorial staff from every editing process to the completed publication
- Translated English to Mandarin Chinese and Mandarin Chinese to English
- Designed a series of exam books and conversation books
- Edited such books as GEPT Listening Intermediate Level; All in One (grammar book); Conversation Boosters - Current Events; Molly's Blog
- Trained new employees, including salespersons and customer service specialists

*Representative*, Marketing and Customer Service Departments June 2001-July 2003

- Monitored and supervised employees dealing with customer service problems
- Organized and planned workshops and exhibitions at school language centers
- Performed customer relationship management (CRM) with the media and the schools
- Developed customer database and designed e-letters

**Craftsman Software Co.** Taipei, Taiwan  
*English Editor/Customer Service Representative* June 2000-June 2001

- Planned, translated, and proofread the online English learning content
- Created online English grammar course
- Organized workshops, book fairs, and exhibitions at schools and Fortune 500 corporations

## REFERENCE

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• Dr. Miao-fen Tseng/University of Virginia  
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Email: [mt3z@cms.mail.virginia.edu](mailto:mt3z@cms.mail.virginia.edu)

• Dr. Kathryn Howard/ University of Pennsylvania  
Phone: 215-573-7067  
Email: [kmhoward@gse.upenn.edu](mailto:kmhoward@gse.upenn.edu)

• Dr. Teresa Pica/ University of Pennsylvania  
Phone: 215-726-5369  
Email: [teresap@gse.upenn.edu](mailto:teresap@gse.upenn.edu)

### **ADDITIONAL**

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- Professional Training: 2009 UVA StarTalk Chinese Teacher Academy; 2008 ACTFL Conference in Orlando, FL; 2006 ACTFL Conference in Nashville, TN.
- Institutional Affiliation: Chinese Language Association of Secondary-Elementary Schools (CLASS); American Council on Teaching Foreign Language (ACTFL)
- Languages: Mandarin Chinese (both simplified and traditional Chinese); English; Taiwanese; Spanish (Entry); Japanese (Entry)
- Certification: PA Emergency Certificate; Teaching Chinese as a Second/Foreign Language Certificate (by World Chinese Language Association); Certified instructor by PA-PWDC Work Certified™ in the areas of Reading Comprehension, Business Tools, Pre-employment, Customer Service, Business Writing, Job Skills, Business Math, and General Business Knowledge; Certified training on Comprehensive Adult Student Assessment Systems (CASAS) and BEST (Basic English Skills Test) state assessments
- Awards/Honors: 2005-2006 Language Assistantship of University of Pennsylvania; Numerous Calligraphy Awards from schools and national awards; Distinguished as the best scholar in the UVA StarTalk Chinese Teacher Academy 2009; Recruited as one of the leading instructors for 2010 UVA StarTalk Chinese Teacher Academy
- Admission: Middlebury College Chinese Summer Program 2006; Columbia University TESOL Summer program 2007