

Hou-Dan Chin
a.k.a. Sophia

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OBJECTIVE

A licensed special education teacher with nine years of experience in the field of education applying for a Chinese Language Teacher position.

LICENSE OR CERTIFICATE

- Acquired Virginia State Postgraduate Professional License in Special Education, Specific Learning Disabilities and Emotional Disturbance, Kindergarten to grade 12. Expired on June 30, 2011. In the process of renewal.
- Acquired a Language Proficiency Certificate issued by American Council on the Teaching of Foreign Languages (ACTFL) after successfully completed an Oral Proficiency Interview and was rated as “Superior” in Mandarin. February 2006.
- Acquired a Language Proficiency Certificate issued by American Council on the Teaching of Foreign Languages (ACTFL) after successfully completed a Writing Proficiency Test and was rated as “Superior” in Mandarin. February 2006.

EDUCATION

- Completed 2011 Startalk Chinese Teacher Academy (VSCTA). Offered by Department of East Asian Languages, Literatures and Cultures at the University of Virginia. Charlottesville, Virginia. July 2011.
- Completed required endorsement course in Foreign Language methodology. University of Virginia. Falls Church, Virginia. May 2011.
- Certificate received from Startalk 2009 Summer Institute offered by McDaniel College and Center for Human Services. Westminster, Maryland. August 2009.
- Master of Education in Special Education, George Mason University. Fairfax, Virginia. August 2006. GPA: 3.77.
- Bachelor of Arts in Communication, Cleveland State University. Cleveland, Ohio. December 1996. GPA: 3.38.
- Bachelor of Business Administration, National Cheng Chi University. Taipei, Taiwan, Republic of China. June 1984.

FULL-TIME WORK EXPERIENCE

Westfield High School, Fairfax County Public Schools, Chantilly, Virginia 2006 to 2009
Special Education Teacher
Supervised forty students 10th, 11th, and 12th grade with learning or emotional disabilities in five Chemistry I classes.

- Co-taught with general education teachers; monitor students’ learning and behavior.

- Developed lessons and laboratory based on Virginia Standards of Learning goals.
- Conducted IEP meetings; monitoring students' progress.

Terraset Elementary School, Fairfax County Public Schools, Reston, Virginia 2004 to 2006

Applied Behavior Analysis (ABA) Instructional Assistant, Autism Program

Assisted in two self-contained classrooms with eight students with Autism ranged from 1st to 6th grade to meet students' academic and behavioral goals.

- Assisted in teaching and managing students' behavior using ABA principles.
- Used positive reinforcements to achieve program goals and monitor behavior.
- Documented and recorded students' progress based on IEP goals.

Falls Church High School, Fairfax County Public Schools, Falls Church, Virginia 2001 to 2004

Public Health Training Assistant, Physical Disabilities Department

Assisted teachers for students ranged from 9th to 12th grade based on IEP goals.

- Assisted teachers in providing accommodations for students' with physical disabilities.
- Monitored students' learning and behavior based on IEP goals.
- Monitored students' progress and provide feedback to teachers or therapists.

Marine Corps Recruit Depot, San Diego, California 2000

Marketing Assistant, Marketing Department

Promoted the quality of life in a Marine base and communities outside the base.

- Handled inquiries and phone calls; maintained and updated Marine families' databases.
- Maintained event schedules, promoted and coordinated events held on the base.
- Wrote news articles in the newsletters, *Semper News*, *Devil Dog Kids Club*.
- Distributed newsletters and flyers to Marine communities outside the base.

JP Morgan & Chase Manhattan Bank, La Jolla, California 1999 to 2000

Data Entry Specialist, Auto Loan Department

Processed information from loan applications electronically for loan approval.

- Input data from loan applications into computer databases.
- Helped publishing an internal newsletter for communications and training purpose.

JP Morgan & Chase Manhattan Bank, Cleveland, Ohio 1996 to 1999

Operations Specialist, Imaging Department

Processed information for mortgage applications for imaging purpose.

- Input data from mortgage applications into computer databases.
- Prepared collateral documents to be microfilmed.
- Cleared severe backlog and helped with audit process.

The Communiversity Foundation, Taiwan, Republic of China 1990 to 1992

Public Relations Coordinator

Provided adult education focused on political or economical issues.

- Designed public relations campaigns to promote awareness on public issues.
- Schedule events and materials for adult education.

Chinese Products Promotion Center, Taiwan, Republic of China 1988 to 1990
Account Executive

Promoted trade between manufacturers and international buyers.

- Organized and coordinated trade events for manufacturers and international buyers.
- Promoted publication, “*Manufacturers & Traders of Taiwan.*”
- Maintained satisfactory relationship for customers and advertisers.

Era International (Taiwan) Ltd., Taiwan, Republic of China 1984 to 1988
Promotion Specialist, Film Department

Imported, distributed, and marketed films in Republic of China.

- Translated contracts from English into Chinese; imported films and materials from U.S.A., England, France and Italy.
- Organized marketing campaigns for *Rambo III*, *My Left Foot*, *Rodin and Camille*, *Cinema Paradiso* and generated million-dollars revenue.
- Coordinated advertising campaigns; solicited corporate sponsorships; arranged media coverage.
- Assisted production and release of *The City of Sadness*, the best film of the 1989 Venice International Film Festival and winner of the Golden Lion Award.

PART-TIME WORK EXPERIENCE

Equal Rights Center, Washington, District of Columbia
Civil Rights Field Researcher

- Conducting regional civil rights field research.
- Writing detailed reports documenting potential civil rights violations.

Arlington Public Schools, Arlington, Virginia
Substitute Teacher

- Instructing students to achieve specific academic goals.
- Collaborating with teachers or specialists for special needs.
- Using classroom management techniques to ensure positive behavior change.

Fairfax County Public Schools, Falls Church, Virginia
Substitute Teacher

- Instructing students to achieve academic goals.
- Collaborating with teachers and specialists for special needs.
- Using classroom management techniques to ensure positive behavior change.

Wei Hwa Chinese School, Annandale, Virginia
Chinese language teacher

- Teaching students ranged from 4th to 9th grade based on the National Standards of 5 Cs.
- Differentiating teaching for students of different ages and language backgrounds.
- Teaching Chinese culture including Chinese festivals, legends, calligraphy and painting.

International Language Services, L.L.C., Alexandria, Virginia
Translator

- Translated between Mandarin Chinese and English for court appearances.

Adult & Community Education, Fairfax County Public Schools
Chinese language teacher, Foreign Language Experience (FLEX) Program
Oakton, Virginia
Centreville, Virginia

- Taught students ranged from 1st to 6th grade.
- Taught 35 lessons with topics on numbers, family members, days of the week, month of the year, body parts, weather, fruits, foods, songs, newspaper and traveling.
- Taught Chinese culture, topics including zodiac, calligraphy, and painting.

Apple Tree II Private School, Vienna, Virginia
Teaching Assistant

- Helped kindergartners to learning phonics.
- Developed activities to encourage creativity.