

EDUCATION	<p>Chinese Program Enhancement Project 2006-10 The Ohio State University, Columbus, OH</p> <p>Chinese Alternative Teacher Licensure Program 2006-07 The Ohio State University, Columbus, OH</p> <p>Master of Business Administration, Wuhan Technical University 2005-07</p> <p>Bachelors of Arts in English, Wuhan University, China 1982-86</p>
LICENSE	<p>Professional Ohio Teaching License 7/1/2009-6/30/2014</p>
TEACHING EXPERIENCE	<p>Mandarin Chinese Teacher 2010-Present Upper Arlington High School, 2010-11</p> <ul style="list-style-type: none"> • Start the Chinese program in 2010 and teach 9-12th Grade; • Developed and implemented curriculum; • Plan and implement activities to promote the social, physical, and intellectual growth of students; • Provides current knowledge to students, support students in the Chinese language learning. <p>Mandarin Chinese Teacher 2009-10 Metro Early College High School</p> <ul style="list-style-type: none"> • Teach 9-12th Grade • Assumed full responsibilities for instruction, grading, and classroom management; • Maintains records of progress, attendance, evaluation, test results, status reports and scores for student; <p>Mandarin Chinese Teacher 2008-09 Diocese of Columbus,</p> <ul style="list-style-type: none"> • Teach 7th Grade • Maintains technical and working knowledge of instructional technologies; • Researches and tries new technologies pertaining to learning process; <p>Mandarin Chinese Teacher 2007-present Ohio Contemporary Chinese School, Chinese Language Teacher, K & 7th Grade,</p> <p>Mandarin Chinese Teacher 2008-10 Summer Immersion Chinese Day Camp Teach 6-12th Grade,</p> <p>Intervention Teacher 2008 Westerville City Schools, After School Program</p> <p>Mandarin Chinese Teacher 2007-08 Columbus Chinese Academy, Chinese Language Teacher, K-3rd Grade,</p> <p>Student Teaching 2007</p> <ul style="list-style-type: none"> • Westerville North High School, 9-12th Grade, • Alcott Elementary School, K-2nd Grade

	• Lincoln High School, 11 th Grade, 2006	
	Volunteer Chinese Language Teacher Camp of Ohio Foreign Language Association	2007
PROFESSIONAL DEVELOPMENT	2010 Virginia STARTALK Chinese Teacher Academy Teaching Chinese as a Foreign Language University of Virginia, Charlottesville, VA	June—July 2010
	Ohio Foreign Language Association Conference Columbus, OH	2011, 2010, 2009
	Indiana Chinese Language/ Culture Association of Secondary and Elementary Schools	2010
	Second Language and Immersion Methodologies Bemidji, Minnesota,	Summer 2009
	Rating the SOPA, The Center for Applied Linguistics Washington DC	Jan 2009
	Student Oral Proficiency Assessment (SOPA) The Center for Applied Linguistics, Washington DC Nov 2008 – Jan 2009	
INSTITUTIONAL AFFILIATION	Board Member The Ohio Foreign Language Association	2007-10
	President Ohio Association of Teachers of Chinese	2010
	Member of Indiana Foreign Language Teachers Association	2009-10
	Editor of Chinese American Friendship Association of Ohio	2009
OTHER WORK EXPERIENCE	Buckeye Association of School Administrators The Ohio State University, Columbus, OH	Interpreter Nov 2009 - present
	Human resources Diamond Power International, Inc. – division of Babcock & Wilcox, , Responsibilities included: Operations of group benefit programs; enrollment, termination.	2004-2006
	Human Resources Siemens Ltd., China Responsibilities included: Bilingual Organizational Development and Staffing, employee training and succession plans; electronically organizing all associate documentation including live, print and electronic communication.	2000-4
	Human Resources/Interpreter	1987-2000

Budweiser International Brewing Co., Ltd.
Responsibilities included: Process, new hire, status change, and termination paperwork; Prepare and maintain monthly employee listings, new hire, and termination reports

Selected Volunteer Experience	WestervilleReads Program	2007-8
	CampOFLA	June 2007
Advising	Chinese Club Advisor Upper Arlington High School	2010-11
	Tutor (age 7 – 22)	2010-Present
Skills and Qualifications	Exceptional listener and communicator who clearly, effectively conveys verbal and written information;	
	Work creatively, independently;	
	Develop and maintain effective working relationships with associates, supervisors, job contacts, parents, children and general public;	
	Managing multiple tasks, adjusting to changing work conditions, setting priorities, coordinating team efforts and targeting (and retargeting) a constantly shifting set of goals;	
	Maintain confidential and sensitive information;	
	Create and maintain course websites; contribute to team effectiveness;	
	Expert-user skill-level in creation and use of electronic archival folders, data bases, power point application, spreadsheets, tables, templates and word processing, Internet browser and email applications, etc.;	
	Chinese (Mandarin)/English translation.	
	Certified: Senior Level-Human Resources Management	since 1999
	Certified Interpreter (English & Chinese)	since 1993
References	References are available on request.	

"If you talk to a man in a language that he understands, that goes to his head. But if you talk to him in his own language, that goes to his heart." (Nelson Mandela)