

Xiaohong Xu
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EDUCATION

- **Master of Arts in TCFL (Teaching Chinese as a Foreign Language)**
Expected Graduation Date: 08/12/2014
- **Certificate of Graduation, Mandarin for Future Mandarin Teachers Summer Program at Master's Level**
Concentration: TCFL (Teaching Chinese as a Foreign Language)
- **Master of Science in Education, Curriculum & Instruction & Technology in Education**
Concentration: TESOL (Teaching English to Speakers of Other Languages)
- **Bachelor of Arts, Foreign Language and Literature (English)**
Foreign Language Education (English)

CERTIFICATION

- **Certificate of Qualification for Secondary School Teachers**
Issued by State Education Committee of People's Republic of China
(Certificate No. 963110331002838)
- **Certificate of Qualification for Secondary School ESL Teacher**
Issued by Lu Wan District Education Bureau, Shanghai, China
(Certificate No. 9720129)
- **Grading Certificate of Mandarin Level Test (Grade A II)**
Issued by Shanghai Mandarin Testing Center, China
(Certificate No. 992120246)
- **Certificate of English Speak Test Rater**
Issued by International Teaching Assistant Program at Temple University, USA
- **CPR certificate**
Issued by American Red Cross
- **Certificate of Level 1 Squash Coaching**
Issued by U.S. SQUASH, USA

SUMMARY OF QUALIFICATION

- Advanced proficiency in English, Mandarin Chinese, Shanghai dialect, and introductory proficiency in German
- Introductory proficiency SPSS statistical software
- Excellent interpersonal communication skills
- In-depth qualitative and quantitative data analysis skills
- Strong organization and time management skills

TEACHING EXPERIENCE

- 9/2008- Present Pomfret School (*college preparatory boarding and day school*)
Connecticut, CT, USA

Mandarin Chinese Teacher, 9-12 Grades

Establishing the Mandarin Chinese curriculum, designing and teaching all levels of Mandarin Chinese courses including Chinese I, II, III, IV, AP Chinese Language and Culture, and Chinese VI Independent Study. The overall courses focus on the integrated application of communication, cultures, connections, comparisons, and communities as well as three modes of communication. Textbooks include Integrated Chinese Series, A New China and All Things Considered.

- 9/2007-6/2008 Zhong Hua Chinese Weekend School Philadelphia, PA, USA

Mandarin Chinese Teacher, 1-8 Grades

Planned and taught the Mandarin Chinese beginner course focusing on basic pronunciation patterns, tones, strokes, radicals and grammatical structures. Units on Chinese culture and poems complemented the language portion of this course.

- 9/2007-2/2008 Southeast Asian Mutual Assistance Associations Coalition, Inc.
Philadelphia, PA, USA

After School Program Teacher & Teaching Assistant & Tutor, 9-12 Grades

Planned and taught the youth entrepreneurship course, assisted other teachers in documentary photography course and literacy impact research project, and helped students with their ESL and Math homework.

- 7/2007-8/2007 Southeast Asian Mutual Assistance Associations Coalition, Inc.
Philadelphia, PA, USA

Summer Camp Teacher, 1-8 Grades

Planned and taught theme-based lessons on various topics such as Mandarin Chinese language and culture, intergenerational interview, audio technology, honoring heritage, servant leadership, and youth entrepreneurship.

- 7/2000-11/2001 Bile High School, Lu Wan School District Shanghai, China

ESL Teacher, 9-10 Grades

Planned and implemented theme-based ESL lessons, administrated exams, guided students' projects and activities, served as a teaching consultant to senior high school math teachers engaged in bilingual education, chaired parent-teacher conferences & teaching seminars, and created ESL learning communities in and outside the school.

- 9/1994-6/2000 Li Huili Middle School, Lu Wan School District Shanghai, China

ESL Teacher, 6-8 Grades

Planned and implemented structure & function-based ESL lessons, prepared and administrated exams, planned and directing the 7th graders' English play performance, designed and implemented the accelerated reading program and reading research project for 8th graders, and directed trainee class teachers' work.

RELATED EXPERIENCE

- 9/2008-Present Pomfret School Connecticut, CT, USA

Dorm Affiliate & Girls' JV Volleyball Assistant Coach & Girls' Fourth Squash Head Coach & Ping Pong Club Head

Supervising the study hall, performing all administrative tasks in a timely manner and running effective practices as well as games that foster team spirit and good sportsmanship.

- 9/2007-2/2008 Southeast Asian Mutual Assistance Associations Coalition, Inc. Philadelphia, PA, USA

Education Case Manager & Truancy Court Interpreter

Took the integrated case management approach to serve after school program students as well as their family members which included 6 phases as follows: interview, assessment, family development plan, home & school visit, referral & linkage, and follow up, and provided interpretation services in truancy courtrooms.

- 4/2007-7/2007 Southeast Asian Mutual Assistance Associations Coalition, Inc.
Philadelphia, PA, USA

Parent Volunteer Program Coordinator

Supervised PVP staff's outreach work to 16 schools, built relationship with Philadelphia School District and South & Northeast Philadelphia communities, managed PVP files, invoices, timesheets and stipends, provided English & Mandarin Chinese translation and interpretation service to various clients, and wrote PVP weekly, monthly and yearly reports.

- 2/2007-4/2007 Welcoming Center for New Pennsylvanians Philadelphia, PA, USA

Project Assistant, 9-12 Grades

Assisted the Bridging Cultures project coordinator in providing services to immigrant students from diverse backgrounds. Services included college and financial aid application process, essay & resume writing, job search, life skills workshop, and subject assistance during class periods.

- 2/2007- 4/2007 Women's Opportunities Resource Center Philadelphia, PA, USA

Bilingual Outreach Worker

Worked with refugee specialist on Family Saving Account program outreach, database and file work, did outreach to targeted populations in Chinatown mandarin speaking community, assisted client follow up, case management, and refugee self employment training program, designed bilingual program flyers, and established relationship with various program partners in Chinatown area including restaurants, banks, travel agencies, law firms, and associations.

- 8/2006-12/2006 Temple University Philadelphia, PA, USA

English Speak Test Rater

Assigned English speak test scores to international graduate students based on their English speak test performances by using Speak Band Descriptor Chart.

- 5/2005-12/2006 Temple University Philadelphia, PA, USA

Computer Lab Assistant

Assisted IT technology specialists in providing online search, course registration, print, and computer maintenance services to Temple students, staff and faculty.

AREA OF INTERESTS

Second language acquisition, curriculum design and development, bilingual education, educational assessment, intercultural communication, social work, karaoke, self-improvement books, pets, traveling, Chinese cooking, Ping Pong, badminton, volleyball and squash.