

QINGSHUO (SHERRY) CHEN

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Skills/Capabilities/Expertise

- Native Chinese speaker
- English proficiency: IELTS 7.5 (2008), TOFEL iBT 111 (2011)
- Japanese proficiency: Passed JLPT N1 (2011) and Level 2 (2009)
- Professionally trained secondary school teacher

Education

The University of Melbourne, Australia
Master of Teaching (Secondary), July 2014
Certified to teach ESL and Chinese in Australian secondary schools

The University of Melbourne, Australia
Bachelor of Arts (Media & Communications), July 2012
Double Major in Japanese

Work Experience

The University of Alabama, Tuscaloosa AL **September 2014-Current**

Japanese Tutor at UA Critical Language Center

- Assess what the students can do and cannot do as a foundation for future learning
- Skype students weekly for speaking practice sessions and quiz
- Engage the students to enhance the efficiency of teaching and learning
- Correcting students' homework and projects
- Analyzes students' mistakes for future learning and teaching
- Provide feedbacks to program directors
- Promoted the program on *Getting on Board Day* and *Exotic Food Tasting Trip*

Ivanhoe Girls' Grammar School, Melbourne Australia **July 2013-October 2013**

Teacher Candidate

- Placed in the school for 30 days, and completed 40 hours of teaching and 40 hours of observation
- Responsible for the designing and teaching of 4 Chinese classes ranging from Year 7 to 12
- Tutored Year 12 students in preparation for VCE Chinese oral test
- Participate in various school extra-curricular activities: Wellness Week staff flash mob etc.
- Interpret for Japanese exchange student
- Lead Chinese class excursion to Melbourne CBD Chinatown

Nobel Park English Language School, Melbourne Australia **March 2013-May 2013**

Teacher Candidate

- Placed in the school for 30 days, and completed 40 hours of teaching and 40 hours of observation
- Responsible for the teaching and design of lessons for one senior secondary class
- Undertook yard duty, school assemblies, and excursion responsibilities
- Participate in all school extra-curricular activities
- Interpret for Chinese international students
- Lead Chinese class excursion to Melbourne Zoo and Immigration Museum

Tryber Pty Ltd., Melbourne Australia **November 2011-July 2012**

Marketing & Sales Assistant

- Edited the print and online version of Japan in Melbourne
- Translated news stories from Japanese to English

- Marketed the company among local Japanese/Australian businesses
- Carried out interviews and photo shoots

Burberry Pacific Pty Ltd., Melbourne Australia

November 2011-February 2012

Sales Associate

- Provided customers an inspirational shopping experience and maximize every sale
- Top salesperson for January 2012
- Handled customer returns, inquiries, comments, complaints, and other issues
- Provide feedback to the management team
- Cooperated with the team to reach daily target and support the store management in the efficient running of the store

Volunteer Activities

3ZZZ Community Radio 92.3FM, Melbourne Australia

March 2011-November 2011

Volunteer Broadcaster & Marketing Assistant

- Composed weekly Japanese-language script for *Melbourne Information* session of the radio program
- Broadcasted on air on every Sunday since May 1st, 2011
- Promoted the Program in the annual Victoria Japan Festival in May 2011 by giving presentation, distributing flyers and recruiting members
- Reported live from the 2011 State of Victoria Japanese Speech Contest
- Participated in the fund-raising events of the radio station

UnitingCare Hotham Mission, Melbourne Australia

March 2014-April 2014

Volunteer Tutor

- Provide assistance with refugee student's homework
- Diagnose student's learning issues
- Plan tutoring strategy and material to meet the student's learning needs