RESUME

Chinese name: Jingwei Song

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Experienced Chinese teacher with passion for both all-round ability and

teaching, uses this passion to connect students to the material. Possesses

good presentation and communication skills that ensure students learn the

material presented as well as they can.

Objective Statement

To obtain a position as in UIBE Chinese teacher in which strong dedication

to the total development of foreign students and a high degree of

enthusiasm can be fully utilized.

Certified Chinese teacher with over 15 years of experience in teach with

foreign students Chinese teaching. I am motivated to work with students

and fully utilize my communication and teaching skills.

Key Skills and Core Competencies

Ability to work independently, mature and resourceful.

A stable personality and high sense of responsibility are desirable.

Good communicator – Mature, patient, responsible and positive attitude.

Professional Experience

UIBE Beijing 2011-----Present

Haiyan Language Institute Beijing 2008-----2011 Tianying Language Institute Beijing 2005----2008
Instructed students in Chinese language, including writing, reading comprehension, speaking, listening ,HSK and Business Chinese

Key Functions:

- Developed Chinese courses plans in line: Planned Chinese courses to meet curriculum standards.
- Helped students understand, speak, read and write in Chinese.
- Delivered engaging, coherent lectures and motivating courses to students across all Key Stages. Utilized learning technology in the planning and delivery of courses.
- Modified assignments and activities to meet the learning needs of individual students.
- Classroom management: Prepared Chinese classroom and coursework materials, homework assignments, and handouts. Prepared course work, planned class sessions: Selected/integrated appropriate instructional materials for classroom instruction – Organized/delivered classroom lectures to students. Arranged extra-curricular activities and set targets for students.
- Evaluated the students' class work and assignments: Graded tests, essays, reports and other assignments – Regularly provided students with feedback in line with the faculty assessment systems.

Educational Background & Qualification

- Native Chinese speaker
- BA in journalism literature