

Sheena Chan
American born, American citizen. American passport
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OBJECTIVE:

ESL teacher for Kindergarten, Elementary and Middle school children

EDUCATION:

University of California at Los Angeles (UCLA)
Bachelor of Arts: Asian American Studies
Minor: Political Science
Dean's Honors List

CERTIFICATIONS:

- Teaching English as a Foreign Language (TEFL): In Progress
- California Basic Educational Skills Test (CBEST)
- California Subject Examinations for Teachers (CSET): Multiple Subjects

QUALIFICATIONS:

- Ten years of experience tutoring English, math and science
- Five years of experience as a summer camp instructor, developing educational and recreational programs for children ages 5 to 12
- A background in working with diverse cultures throughout the USA, Asia and Europe

EMPLOYMENT:

Namco Networks America Inc. 09/2008 – 06/2010
eCommerce and Partner Relations Manager

- Conduct weekly group creative brainstorming sessions for new product development
- Analyze and present monthly sales reports, advising on areas for improvement

MTV 08/2007 – 12/2007
Integrated Marketing Intern

- Created a marketing management application to streamline activity processes
- Prepared pitch letters, status reports and press kit materials for use at weekly meetings

UCLA Radio 09/2006 – 12/2007
New Media Manager and Radio Host

- Supervised a team of ten to organize a benefit concert with over 10,000 attendees
- Planned and delivered weekly program content and recorded show logs

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AWARDS:

- Dean's Honors List: 2003, 2005, 2006, 2007
- Gap's Hardest Worker Award 2005
- Graduated Top 10% of Monta Vista High School 2003
- Who's Who Among American High School Students 2003

SKILLS:

Operating Systems: Windows XP/Vista/7 and MAC OS

Applications: MS Office, Adobe Photoshop, Paint Shop Pro and Macromedia Flash

Platforms: Lyris HQ (Marketing), Plimus (E-Business), X-Cart (E-Business) and eBay (E-Business)

Other: HTML, web design and graphic design

Languages: Fluent in English and Cantonese; basic knowledge of Mandarin and Spanish