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MICHELLE sHIH

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| Personal Information | |
|  | Address: 38 Osprey Drive, Blyth, Northumberland, NE24 3QS  Contact: Home: 01670 368164. Mobile: 07585 181 355  E-mail: michelle7033@yahoo.co.uk |
| Education | |
|  | Soochow University Taipei, Taiwan  *Department of English Language and Literature.*   BA. Graduated June, 2008. |
| Professional experience | |
|  | Sesame English Cram School  *English Teacher (Oct. 2012- July 2013).*  This role was focused on teaching English as a second language to children, aged from five to fifteen. Other duties included doing administration works ,writing teaching programmes, conducting and grading tests for reading, writing, speaking and listening.  Wells English Center  *English Teacher (Jun2012- July 2013).*  This role was focused on teaching English as a second language to adults. Other duties include designing diverse classes which were involved with foreign cultures in various aspects.  Joy Language Centre  *English Teacher (July 2007- July 2013).*  This involved teaching five to seven classes each day, with a student age range from six to fifteen years old. Duties included preparing class materials, following a curriculum, planning activities and helping students pass their national English ability tests.  Freelance Chinese-English Translator  *Translator (June 2007 - Prseent).*  Get cases on-line or from my university professors. Translate either from Chinese to English or English to Chinese in different topics, including literature, movie subtitles, technolonogy, etc.    . |
| Language abilities | |
|  | English  *With certificate: IELTS Band 8*  Chinese  *Mother tongue*  Taiwanese  *Mother tongue*  Japanese and Cantonese  *Basic Conversation* |
| personal profile | |
|  | Over the time I was teaching. I gained skills in communication and giving direction. A high degree of competence was also gained as working as a team-leader and works co-ordinator.  Adapting to changes withing the working environment was also extremely useful when dealing with new challenges, such as changes in courses and student abilities. My abilities of analysis and organization are also good. |

REFERENCES

A. YEN, Director, Joy Langauage Centre, Koahsuing, Taiwan. Contact: bd068@joy.com.tw, 886-7-643-6288.

Full written references have also been written as a second document.