

Phillip Taylor

 American
 via Tino da Camaino, 11
Empoli (FI) Italy
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 philliptaylor6@hotmail.com

Education

U.S. DEPARTMENT OF STATE, CRITICAL LANGUAGE SCHOLARSHIP PROGRAM Summer 2008
Heilongjiang University (Harbin, China)

- Studied advanced Chinese in a 12-week intensive language program
- Tested into the highest of 6 levels and received high marks in all courses

U.S. DEPARTMENT OF STATE, CRITICAL LANGUAGE SCHOLARSHIP PROGRAM Summer 2007
Chinese University of Hong Kong & Tsinghua University (Hong Kong and Beijing, China)

- Studied intermediate Chinese in an 8-week intensive language program
- Received superior marks in all courses

BACHELOR OF ARTS, INTERNATIONAL STUDIES May 2007
▪ Concentration in Asian Region; Louisiana State University

BACHELOR OF ARTS, ANTHROPOLOGY May 2007
▪ Minor in Mandarin Chinese; Louisiana State University

Work Experience

Translator (Chinese to English)
Freelance
remote office, Italy
Oct 2015 - Present

- Translated documents from Chinese (Simplified and Traditional) to English
- Post-translation editing of documents

Product Developer; Consultant
i2 International Institute of Education
remote office, Italy
Oct 2015 - Oct 2018

- Developed company-wide policies and supporting documents (employment contracts, management structure, etc) for a school of 1000+ employees
- Developed a series of ESL materials - story books, textbooks, workbooks, teacher's books, songs, and animated videos
- Managed school's website, social media, and teacher recruitment
- Edited documents (in English) for release within the company
- Translated documents from Chinese to English

English Instructor; Consultant
i2 International Institute of Education
Chengdu, China
Oct 2013 - Oct 2015

- taught ESL ~25 hours per week
- Created custom lesson plans for a wide range of ages and abilities
- Performed Demo classes and other promotional activities for the school
- Communicated daily (in Chinese) with customers and support staff

Academic Director; TESOL Instructor
American Center for Educational Development
Kunming, China
Feb 2012 - Aug 2013

- Created a proprietary 120-hour TESOL certification program, and delivered this program to 100+ Chinese trainees
- Recruited, trained, and managed a small team of English teachers
- Developed 400+ hours of non-TESOL curricula: IELTS, TOEFL, SAT/ACT, Subject English, and Survival English

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Director of Studies

Yingzhifu Language Training Center
Kunming, China
Sept 2008 - Jan 2012

- Recruited, trained, and managed a team of ~20 ESL teachers
- Evaluated and documented teacher performance
- Balanced the weekly schedule and made decisions to open, pause, or merge classes
- Led weekly bilingual meetings with teachers and staff

English Instructor

Yingzhifu Language Training Center
Kunming, China
Sept 2007 - Jan 2012

- Taught ~20 hours weekly
- Created lesson plans and assessments
- Performed Demo classes to showcase student achievement
- Communicated in Chinese with customers and management

Archeology Technician

United States Forest Service
Winnfield, Louisiana
Summers of 2007 & 2008

- Performed shovel testing, site delineation, and soil testing
- Gained skills in orienteering and artifact recognition and preservation

Languages

English	Native Speaker
Chinese	Full Professional Proficiency
Italian	Elementary

Honors and Awards

- 2-time recipient of Critical Languages Scholarship
- LSU Top 100 Scholarship
- Dean's List (4.0 GPA) for three semesters

Skills

- Proven ability to work remotely, even in leadership roles
- Comfortable working in an international and multicultural environment
- Proficient in editing, proofreading, and Chinese-to-English translation
- Software: Microsoft Office, Windows OS, Page Plus (desktop publishing)
- Eager learner of anything tech-related

References

Elaine Ding

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i2 International Institute of Education
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Jack Fancy

Director of Research and Development,
i2 International Institute of Education
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ADDITIONAL REFERENCES UPON REQUEST