

# LI WANG

## Profile summary

Gender: Female

Nationality: Chinese

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## Certificate of Education

Master of Education (leadership and management)- Middlesex University ongoing  
SEN Certificate- ongoing

Master's in Business Administration – Amity University, Dubai

CACHE L3 certificate (29<sup>th</sup> of June, 2019)

Mandarin Level Test upper second class (L2A)

IPA international certificate of qualification (Senior Level)

## Work Experiences

### **Ministry of Education, UAE**

**09/2019 to Present**

#### Lead Teacher Coordinator

- Assists in the design and implementation of education programs, including in - service staff training programs.
- Assists in planning and attending special programs and activities related to the center. Plans and implements culturally diverse experiences that support teachers.
- Attends and engages in staff and parent meetings, including biannual Parent/Teacher conferences.
- Attends and engages in ongoing professional development to improve personal and professional skills.
- Conducts regular team meetings with support staff.
- Monitors and supervises daily activities of assigned support staff, designs appropriate room arrangement to support goals of the program.
- Supervises and assists assigned support staff with special problems or situations
- Supports the professional growth of colleagues by sharing materials and information and providing helpful feedback and encouragement.
- Responsible for annual performance evaluation of assigned support teachers.

### **Safari Kid International, Dubai, UAE**

**08/2015 to 08/ 2019**

#### Mandarin Teacher

- Responsible for planning and executing the Mandarin program for non-mandarin speaking students in the UAE.
- Prepare daily and weekly mandarin lesson plans
- Organize teaching materials

- Holding half day Mandarin program to enhance student's Mandarin and expose children to Chinese culture,
- Organize Chinese Festival Events.
- Provide weekly updates to parents through the use of school ace application
- Submitting individual student evaluation forms to management and parents

**CLI Chinese language Institute , Dubai**  
**Mandarin Teacher Part-time**

**08/2017- 2018**

- Responsible for planning and executing the Mandarin tutoring
- Teaching specific materials such as HSK 1 and 2 for different age and level groups.

**Qualifications**

- IELTS 6.0
- Financial training in a part time
- Mandarin Level Test upper second class ( Level 2A)
- IPA international Chinese Language Teacher Qualification –Pass
- TEFEL online certificate

**Key Skills**

- Excellent oral and writing English skills
- Proficient in MS Office skills (PowerPoint, Word, Excel etc.)
- Knowledge of Microsoft 365, in particular Microsoft Teams, as a platform for online learning
- Qualified Teacher Status

**Advantages**

- Strong service-oriented mindset
- Ability to work independently and maintain integrity under pressure
- Strong capabilities in organizing and managing various tasks
- Flexible and adaptive to solve problems in different situation
- Strong interpersonal skills: liaising effectively with colleagues and parents;
- Meticulous, detailed planning and organization, team-building