

How my background,  
education and  
training experience  
have prepared me to  
be a for...



## **How my background, education and training/experience have prepared me to be a foreign language teacher(Chinese)**

I possess a Bachelors degree in Business Administration and have worked on various fields where effective communicative skills and interpersonal relations were required. I would consider it a privilege if I get an opportunity to become a teacher of a foreign language (Chinese) in the Institute of Defense. I consider teaching to be a noble profession which facilitates knowledge acquisition and pragmatic wisdom through a holistic personality development. I am raised in both China and the U. S., and have imbibed the best of both the cultures. I am equally good at Chinese Mandarin and English, which makes me an ideal candidate for the post. I can teach Chinese with the help of English as a communicative medium. My experience in the various jobs I have done so far were intricately linked to effective communicative and interpersonal skills, and this will hopefully equip me with the necessary qualities a teacher at the Institute of Defense is supposed to possess.

I have passed my Bachelors in Business Administration (BBA) from the University of California, Riverside, in the year 2005. I had my Majors in Economics and Minors in Chinese and Psychology. With the job experience I had gained previously, I was able to gain a proper education with an overall development of my personality. I had improved my skills in strategic planning and managing people. The course had also helped me specialize in problem identification and resolution and had polished my skill to coordinate prioritize and manage multiple projects simultaneously. Since I could already speak and write fluently in English and Chinese Mandarin, I could get deeper

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into the complex multi-cultural/linguistic issues in the U. S and this helped very much in my minors.

My job experience spans nine years, starting from April 1998. I have worked as 1. Customer Service Representative at SEARS, a local store of large national retailer, 2. Sales Representative at AT&T, a worldwide telecommunications company, 3. Assistant to Career Center Supervisor at Diablo Valley College, a small non-profit school, 4. Executive Assistant at America Nibo Office Bay Corp., an international export/import company, and 5. Real Estate and Mortgage Specialist at St. Founding, A mortgage and real estate firm handling residential and commercial properties and all types of loans. All the posts in which I had served involved major administrative and managerial work which involved effective interaction with people of all sorts. My competence in both English and Chinese had given me the confidence and courage to establish good relationships with the English-speaking and Chinese-speaking clients I had.

I am a Member of the Asian Culture Foundation. I have also done a lot of significant translation works associated to my previous jobs. I am computer-literate, with substantial knowledge of Microsoft Word, Excel, PowerPoint and Access operations. If I am selected for the post, I could assure you dedicated effort from my part to comprehend the demands of the job and act accordingly. With my clear understanding of both the Chinese and American cultures and languages, I will be able to instill in my students a strong sense of cultural and linguistic knowledge and competence.