

Li Zhou

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SKILLS

- Experienced in leading and managing a fast-paced, deadline-driven environment.
- Ability to network and keep long lasting relationships with customers and clients.
- Quick problem solver and proficient in working with other team members in a collaborative manner in order to achieve company goals.
- Native in Chinese; Fluent in English; Intermediate level in both Spanish and German.

EXPERIENCE

Next Step China LLC, Beijing, China

Mar 2015 - Apr 2016

Chief Operating Officer

- Ensured adequate operation of the office including, but not limited to financial flow, daily logistics, and language program process.
- Solved daily conflicts and labor law related affairs.
- Recruited and trained tutors for both one-to-one and online tutoring services.

Next Step China LLC, Beijing, China

Apr 2013 - Mar 2015

Intensive Tutoring Program Coordinator

- Implemented online tutoring services as a new product to prospective students.
- Taught Chinese to various students of all language levels, including students with learning disabilities.
- Managed the teen immersion program based on curriculum and customer service.

Gail Co., LTD, Beijing, China

Aug 2010 - May 2014

Founder

- Developed an online Chinese tutoring program and maintained multiple long-term clients.
- Recruited, trained, and managed tutors and translators.
- Developed an online marketing strategy.
- Serviced over 100 clients and performed over 2,500 sessions of Chinese language and culture classes online.
- Provided translation services for high profile institutes including, but not limited to, the Confucius Institute Headquarters Worldwide.

Language Systems Limited, Beijing, China

Sep 2008 - Jul 2010

Academic Director

- Taught online Chinese courses and maintained clients for over 5 years.
- Created over 500 lessons and wrote podcast transcripts for several Chinese teaching websites.
- Recorded and edited Chinese lessons and podcasts daily.

North China Electricity and Power University, Beijing, China

Mar 2008 - Aug 2008

Chinese Teacher

- Taught Chinese listening, reading and writing courses to students in beginner and intermediate levels.

Freelance Chinese Teacher & English-Chinese Translator

Aug 2006 - Sep 2008

- Tutored Chinese to over 100 international students.
- Worked on multiple translation projects with several clients, including CBD Beijing and Macedonian Embassy in China.

Harvard Beijing Program, Beijing, China

May 2006 - Aug 2006

Chinese Tutor

- Participated in a specialized program tutoring Chinese language to Ivy League School students without the use of a common language to assist with the teaching process.

EDUCATION

Beijing Language and Culture University

2008

Teaching Chinese as a Second Language