

Yazhi (Crystal) Zheng

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1020 Aspen Drive

Plainsboro, NJ 08536

Education:

09/2010-05/2012: **Rutgers, the State University of New Jersey**
Graduate School of Education
Ed.M. in Foreign Language Education
GPA: 3.60/4.00

09/2006-07/2010: **Liaoning Technical University**
Liaoning, People's Republic of China
B.A. in English
GPA: 3.45/4.00

Work Experience:

05/2014-present: **Freelance Chinese-English Interpreter, Tutor**

- Provide interpretation/translation services to local businesses
- Work with individual students as Mandarin Chinese/ESL tutor

08/2014-present: **Deputy Academic Dean at Huaxia Plainsboro Chinese School**

- Work with students and teachers in regards to registration and classroom set up
- Coordinate with teachers and administration regarding lesson and meeting schedules

02/2014-04/2014: **Middle School Chinese Teacher (Long Term Substitute Teacher)**
Lawrence Township School District

- Teach 7th and 8th grade Mandarin
- Work individually and collaboratively to create unit plans, lesson plans and class activities
- Create tests and quizzes to monitor student learning progress

09/2012-06/2013: **Middle/High School Chinese Teacher**
Northern Burlington Regional School District

- Develop Chinese teaching curriculum collaboratively with other teachers
- Teach a full day of 5 classes: 4 middle school class and one high school class
- Work individually and collaboratively to create unit plans, lesson plans and class activities
- Create tests and quizzes to monitor student learning progress

09/2011-12/2011: **Student Teacher**
Rumson-Fair Haven Regional High School

- Observed and assisted the cooperating teacher in the class for the first 4 weeks
- Taught a full day of 5 classes during for the remaining 11 weeks

07/2011-08/2011: **Practicum Teacher**
STARTALK Rutgers Chinese Language Student Program

- Observing and assisting the leading teachers in the class
- Designing activities and working with the students in different learning stations

01/2011-06/2011: **Part-time Lecturer**
Rutgers University, Dept. of Asian Language and Culture

- Taught Elementary Chinese to undergraduate students
- Responsibilities included working with students both one-on-one and in groups, designing lesson plans, and weekly teacher meetings

Volunteer Experience:

05/2011: **Conference Assistant**
2011 Chinese Language Teachers Association of Greater NY Annual Conference

04/2011: **Conference Assistant**
56th Annual Conference of the International Linguistic Association

Skills:

Languages: Mandarin (Native), Taiwanese/ Xiamenese (Native), English (Fluent)

Technology: Experience with MS Office and other Microsoft software, Smartboard, iPad.

Certificates:

- **Standard Certificate:** Teacher of Chinese, NJ
- **Chinese Oral Proficiency Interview (OPI):** Superior Level
- **40 hours of Professional Medical Interpreter Training (Bridging the Gap):** awarded by Nationalities Service Center, November 2013