

## **Siyin Ma**

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### **Work Experience**

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#### **Diamond Bar Chinese-American School - Substitute Teacher**, September 2012 - February 2014

- Taught ~20 students a time how to read, write and speak in Chinese in different levels (up to Adult Conversation Level) with an extra emphasis of the traditional Chinese culture
- Received recommendations from the entire class with the appeal of continuing teaching the next term
- Experienced in supervising campuswide after-class activities (up to 300 participating students) and extra curriculum classes

#### **Broadway Education - Administrator**, September 2011 - November 2011

- Supervised the after-school institution; oversaw the schedule of 5 teachers and 3 classrooms
- Mentored and taught students with special needs; helped them complete their accelerated academic programs with customized curriculum planning

### **Freelancer Experience**

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#### **Private Tutor**, September 2012 - March 2014

- Tutored students from the age 7 to 17 with their homework assignments and school projects
- Experienced in different levels of test tutoring, up to SAT prep

#### **Freelancing Translator**, February 2011 - Present

- Translated and edit a large amount of documents and brochures covering various fields
- Main editor and proofreader of an English-Chinese phrases data entry document with over 50,000 entries

### **Education**

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- California State Polytechnic University, Pomona, Accounting Major, September 2013 - December 2014

### **Languages and Skills**

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- Bilingual in English and Chinese

- Microsoft Office proficient