



# Ayana Gabrielle West

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## Education

B.S. in Biology/Pre-Medicine  
*University of Memphis, Memphis, TN, 38017*  
Graduated Cum Laude in 2012

150-hour TEFL Professional Certification  
*TEFL Institute, Chicago, IL USA*  
130 hours of training with 20 hours of in-class observation

Foreign Language:  
Conversational in Traditional Mandarin Chinese(acquired while living abroad for 2+ years).

## Awards received and Honors:

Inducted into Alpha Lambda Delta National Freshman Honor Society, Sigma Alpha Lambda National Leadership & Honor Organization, Golden Key International Honor Society. Presented with third Place by the University of Memphis English Department for the 2009 Giem and Collins essay writing contest. Former president of V.I.S.A (Visitors and International Student Alliance) University of Memphis Chapter (2009-2010),

## Work

### Experience

**2014-present Tutorwell English (Based in Taiwan)  
English Consultant/Demo Consultant/Material Production**

Working for an online English tutoring company based in Taiwan. This job entails instructing English courses to Taiwanese professionals looking to improve their English communication skills for various reasons. Within 2 months I was promoted to a demo consultant put in charge of performing demonstrations in order to present prospective clients with high quality presentations that will lead to their joining the company. I was also recently promoted to material production for the company. Which involves creating new learning materials to be taught in the classes.

**Skills acquired/utilized: during my work with this company, I learned different skills that helped me to develop different interpersonal skills that allowed me to provide the highest-quality instruction possible. Working as a demo consultant I also learned different methods for attracting new clients to my company and have been very successful in growing my company's clientele.**

Taiwan                      2012-2014                      Shane English School                      Taipei,

### **English Teacher(Abroad)**

Worked as a TEFL teacher in a cram school for two years in Taiwan. The job entailed teaching children and adults English for varying reasons including, test preparation, job preparation or other practical reasons. As an English teacher abroad, I was responsible for ensuring that my students had a good grasp of all of the parts of the English language in order that, in some point in the future, they will be able to continue their language acquisition with less external assistance.

**\*Skills acquired/utilized through experiences with this work include: learning how to use less conventional forms of relaying information in order to make learning more interesting and exciting for small children including playing games, doing interesting and exciting forms of drilling and later allowing students to use their own creativity to help augment the new vocabulary and other language skills they are taught. Living and working abroad requires a huge amount of cultural sensitivity, awareness and open-mindedness in order to exist peacefully and respectably in a foreign country and I have acquired a huge amount of experience in this area while working abroad. I have gained skills that have helped give me the ability to work in any environment foreign or domestic and have given a much broader worldview. I have also acquired a proficient level of Mandarin Chinese.**

**2011-2012**

**Private**

**Memphis, TN**

Private Tutor

Worked with high school student to tutor him for AP Biology as well as prepare him for his upcoming ACT exam. Worked consisted of meeting up weekly at a public library and tutoring him in Biology. Also worked with an international masters student who needed help improving her English writing skills for her masters classes.

**\*Skills acquired/utilized through experiences with this work include: basic lesson planning, work with high school-aged student, creating and implementing study drills to help student gain useful studying skills. Also learned to work with the pressure of preparing a student for important standardized testing.**

**2007**

**Saint Francis Hospital**

**Memphis, TN**

Volunteer

Worked as an assistant to the nurses and nurses' assistants in Outpatient care. Job consisted of entering patient information into computers, making runs to blood bank, transporting patients to and from the vehicles, and stocking and supplying bedding for rooms. Worked mostly with adult and elderly patients.

**\*Skills acquired/utilized through experiences with this work include: organization skills, patience, friendliness. Also utilized my ability to follow directions with the highest care and caution with the professionalism that is required of a workplace such as a hospital.**

**2008- 2010**

**Public Partnership, LLC**

**Boston, MA**

Personal Assistant/ABA Therapist

Worked as Applied Behavioral Analysis for a severely autistic child. Did frequent therapy sessions to aid child in becoming more independent in every day routines and skills. Work required keeping organized work area with child as well as analyzing and documenting behaviors regularly.

**\*Skills acquired/utilized through experiences with this work include: creating/implementing fun ways to introduce/teach skills, working with/being responsible for individuals with special needs, working with individuals with behavioral problems/limitations, physical strength, being sympathetic to individuals with limited understanding, data entry and analysis, First Aid and CPR certified, ability to follow and implement pre-planned lessons and drills, ability to**

child's deal with very stressful situations in a manner than ensured my and the physical and mental well-being were never jeopardized, ability to work effectively without direct supervision.

2009-2011 University of Memphis Memphis, TN  
English Conversation Partner(Volunteer)

students *University of Memphis' Intensive English Program for Internationals*  
Volunteer work consisted of regularly meeting up with assigned international who needed help with improving their English Communication skills in order to offer them practice with a native speaker. Work consisted of casual meetings for conversations to tutoring on English homework.

**\*Skills acquired/utilized through experiences with this work include: the ability to meet new people while being warm and inviting, being required to create and maintain conversations with people with limited English speaking skills while being non-threatening and patient, and overall being friendly and supportive of foreign individuals seeking to improve their English communication skills.**

#### Additional Work

TN 2009-2011 V.I.S.A. Visitors and International Student Alliance Memphis,  
Volunteer

Worked along with several Americans in an college-based welcoming community for international students who were new to the States or were simply seeking friendship and fun things to do with Americans and other international students in Memphis. Volunteer work consisted of joining regular events such as lunch clubs at the university, regular outings in the city, hosting or helping out with parties and discussion groups that many international students joined and enjoyed during their stay in Memphis. Many students had limited English speaking skills and often joined the group in order to, along with other things, practice their English communication skills with native speakers.

**\*Skills acquired/utilized through experiences with this work include: being personable and welcoming to people of varying backgrounds and varying English speaking abilities, working in a group or as a team to accomplish goals set by the staff, gained experience helping students improve their English communication skills, formed long-lasting friendships and connections with people from all over the world.**