

RELEVANT EXPERIENCE

Certificate in Teaching English to Speakers of Other Languages (CELTA)

Grade: Pass A (Completed 02.15)

Teaching House, New York

- Completed 6 hours of observed teaching practice, 4 hours of guided observation of experienced teachers, and 4 weeks of full-time coursework: language analysis, learning context, lesson planning, teaching resources and learner awareness.

General English Teacher

06.16 — Present

Discovery Summer, London, UK

- Part-time teacher for adults in classes of 5–8 people. I prepare all lesson materials myself and work with other teachers and management at the center to consistently tailor approaches to student needs.

Business and General English Teacher

03.15 — 11.15

New York, USA

- Arranged private and group lessons as a freelance teacher for students who met me during my CELTA training. Taught 9 hours a week and prepared all teaching materials.

Business English Teacher

09.11 — 07.12

Multiple Companies and Organizations, Tokyo, Japan

- Taught adults business English on-site at company headquarters 8 hours per week. Beginner, intermediate and advanced class sizes ranged from 7 to 12 students. Independently prepared syllabi, classroom materials and lesson plans.
- Led a specialized English class for University of Tokyo students preparing them for interviews, case studies, graduate school applications, and public speaking. I designed classes around case studies and task-based learning. Classes held at U of Tokyo.

General English Teacher

08.08 — 01.10

Beijing and Kunming, China

- Taught children and teenagers at beginner and intermediate levels through Yunnan Nationalities University and independently in Beijing. Class sizes ranged from 15–30 students, and language abilities varied within classes. Taught between 14 to 18 hours per week. Independently prepared syllabi, classroom materials, and lesson plans.

OTHER EXPERIENCE

Founder and Editorial Lead, InkMo Editorial, www.inkmoeditorial.com

07.11 — Present

New York, USA and London, UK

InkMo clients include start-ups, global companies, multilateral organizations and governments seeking tailored communications strategy, editing and writing services. Select projects:

- Rigorous business editing for **AT Kearney**, a global management consulting firm, in London. Topics include business strategy, mergers & acquisitions, and oil & gas.
- Created and edited thought leadership for **Dalberg**, a management consulting firm. Worked with multilingual teams in Africa, Asia, Latin America, Europe & North America.
- Researched, translated and wrote client reports and communications materials for **My China Roots**, a company tracing Chinese ancestry for clients around the world.
- Produced reports for the **UN Office for the Coordination of Humanitarian Affairs**. Authored materials during the Japan Tohoku earthquake & tsunami.
- In a Mandarin-speaking environment, created content for a new online knowledge management platform for the **UNICEF China** education department.
- Produced proposals and deliverables for service design firm **Reboot**. Edited regular report content through writing trainings for teams in New York, Nigeria and Libya. Trained a Nigeria-based NGO team on report writing over 8 months.

PUBLICATIONS

The Huffington Post

Regular Contributor, 2012–Present

Journal of International Affairs

Director of Editorial Assistants, Taught copywriting skills to 60 assistants, 2012–2013

Dispatches International

Trained writers worldwide, 2010–2011

The Brooklyn Ink

Digital Media Editor, Journalist, 2010–2011

True Run Media

Journalist, Editor, Mandarin–English Translator, 2009–2010

EDUCATION

School of International and Public Affairs, Columbia University

MIA, International Affairs, International Media and Advocacy 2012–2013

Graduate School of Journalism, Columbia University

MS, Journalism 2010–2011

Princeton University

BA, Religion and East Asian Studies 2005–2010

Yunnan Nationalities University, China

Field Research Grant, Chinese Islam 2009–2010

Tsinghua University, China

Advanced Mandarin Language 2008–2009

LANGUAGES

English — native proficiency
Mandarin — professional fluency
French — professional fluency
Japanese — beginner ability
Spanish — beginner ability

SKILLS

Social Media Platforms, Wordpress, Basic HTML, Final Cut Pro, Adobe Photoshop (basic), Microsoft Office Suite, STATA