

## Yan(Xueyan Guo)

**Date of Birth:** Jan, 1990   **9-years' working experience**   **Bachelor Degree**

Jinhua, zhejiang

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## Self-Assessment

1. Detail-oriented and patient, hardworking, good at learning, strong sense of responsibility,
2. Strong ability to withstand pressure and solve problems independently,
3. Strong team spirit and communication skills,
4. Fluent in oral and written English,
5. Have an international vision and educational feelings,
6. Good at working in multiple and diverse-cultural environment in English language.

## Working experience

**2022 until now College Counsellor at Jinhua New Oriental Academy**

**2021 until now Teacher of Chinese as a Second Language(Part-time)**

**2014 - 2021 Deputy-Director in International Academic Alliance(an US educational institution) at the partnered international schools/institutions**

**Job descriptions:**      Worked in Jinhua New Oriental Academy and International Academic Alliance at the following partnered schools/institutions:

International Department of Shandong Shengli No. 1 High School,  
Bilingual School of Ningbo Yinzhou High School,  
Ningbo University International Exchange Center,  
and Shenzhen PEDDIE Education. Here're the job descriptions :

University Admission Coaching:

1. Responsible for parent-school communication :organize and convene a school-wide parent meeting which includes instructional lectures and courses related to students' college prep and college admission;
  2. Responsible for the customized guidance of students' overseas college selections, including the country, schools, and majors. And establish portfolio based on this; Guide and follow up the student's academic background (GPA and standardized tests), extracurricular activities, academic projects, summer school and career planning to meet the dream school's requirements.
  3. Overall high school planning for the college prep;
  4. Maintain and expand the pathways for overseas colleges and universities;
  5. Responsible for following up students' application essays for studying abroad;
  6. Responsible for communications with the universities and node control of the progress of students at different levels during college application;
  7. Responsible for visa application, interview coaching, college enrollment arrangements;
  8. Provide guidance in academic planning, course selection and subject tutoring arrangements after studying abroad.
- Part of former coachees' admitted university and college (Top 10 in the world, Top 20 in the United States, Australia, Canada and Newzealand ):
- University of Virginia  
University of Southern California  
UCLA  
UC Berkeley

New York University  
FIT (Fashion Institute of Technology)  
The university of Sydney  
University of Toronto  
The university of Aukland

**Study Abroad Program Managing:**

1. Assist the company in the promotion of overseas study products online and offline.
2. Conduct customer consultation, sort out customer resources, develop and maintain partner channels.
3. Contact partners, schools and customers to follow up the progress of the project.

**Daily administration:**

1. Coordination: the cooperation between foreign teachers, domestic course teachers and bilingual teachers; the center and the school; and parent and school;
2. Plan and organize extracurricular activities ;
3. Recruit foreign teachers, apply for work permits, and help foreign teachers solve some personal problems.

**Teaching experience:**

1. Responsible for the teaching of college counselling courses at the international department.
2. Teach foreign teenagers Chinese at Lingoace online."Excellent Teacher " in Jan. 2022.

## Project Experience

**2019.08 - 2020.08     Student Atalas**

Help students who study overseas adjust to school life and best the academic performance

**2019.05 - 2021.05     ProjectLearn**

Plan, communicate, and follow up academic projects for background enrichment to help students excel in college application. Academic projects in the following areas: psychology, elderly health, and property, preschool education, parenting education, etc.

## Educational Background

2010.09 - 2014.06     Tianjin University of Technology     English     Bachelor

## Training Experience

**2016.07 - 2016.08     TOEFL Test Training**

Training agency:                      New Oriental Academy

## Certificate

**2023.06     Psychological Certificate-C type**

**2022.03     IPA Senior Chinese Language Teacher Certificate**

**2015.08     Third Place in Foreign Language Competition at Dongying City**

**2015.05     Marathon Volunteer**

**2014.03     TEM 8**

## Language Skill

English : proficient

Chinese: native speaker