

WANG RAN

MANDARIN TEACHER



Age: 32
City: Kuala Lumpur
Education: Bachelor Degree
Language: Mandarin/English

2014/6—now: Sri KDU Secondary School (Selangor, Malaysia)

Industry: Education

Position: **Mandarin Teacher**

1. Set achievable targets and make regular assessment of own teaching strategies and students' performance.
2. Designed lesson plans to achieve intended learning outcomes.
3. Prepare and give suitable and optimum amounts of written work to achieve the intended learning outcomes.
4. Conduct regular assessments of students' performance and determine weaknesses and carry out the remedial actions.
5. Responsible for preparing students' progress reports.
6. Motivate, encourage and look after the welfare of students in the class.
7. Encourage healthy interaction and competition among students in the class.
8. Impart moral values and contribute to character building.
9. Sensitive to the needs and problems faced by students.
10. Mandarin advance, intermediate, basic levels are covered.

2013/8—2014/2: Kuen Cheng High School (Kuala Lumpur, Malaysia)

Industry: Education

Position: **Mandarin Teacher**

1. Facilitate instruction in Mandarin courses extended over Form1, Form2.
2. Experience middle school students and educational applications of technology.
3. Support in related individual learning plans, projects and presentations.
4. Interested in the social and developmental needs of students.
5. Develops and uses instructional material suitable for verbal and visual instruction of students.
6. Provides help for students make satisfactory achievement in school.
7. Establishes and maintains standards of student control required to achieve.
8. Evaluates academic and social growth of students and keeps appropriate records.
9. Creates an effective environment for learning through attractive display.

2009/02—2013/01: Beijing Novartis Pharma Co., Ltd (Beijing, China)

Industry: Pharmaceutical

Position: **Executive Assistant**

1. Involve in clinical trial, make the budget, clinical development process report.
2. In charge of apply the clinical payment, pre-payment, and solve the query in the process;
3. Responsible for communicate the problem in the project during Dept.;
4. Arrange business trip, visa application, prearrange hotel and air ticket, meeting assistance;
5. Check and collect the expense report and coordinate in the process;
6. Organizing the Dept. Meeting Training and Teambuilding etc.;
7. Assisting the activities, conferences, trainingscrossDept. etc.;
8. Responsible for HR recruitment, interview arrangement, resignation.;
9. Working collaboratively with graphic design firms, video production companies.

Education Background

2007/02—2011/01

Peking University
Bachelor in English

2003/09—2006/06

China Medical University
Major in Dental Laboratory Technology

Training and Certificates

24/11/2014-29/11/2014 KDU SMART SCHOOLS Teacher Training Programme

18/11/2015-28/11/2015 KDU SMART SCHOOLS Teacher Training Programme