

Janice Lai Jewell

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TEACHING EXPERIENCE	Language Instructor <i>U.S. Department of Energy</i> Jun 2008 – Present <i>U.S. Department of Treasury, East Asia Office</i> Oct 2010 – Apr 2011
	<ul style="list-style-type: none">Established the first Chinese language programs for federal and contracting professionals.Designed course curriculum for a range of proficiency levels.Conduct classes on-site on a regular basis.The program's aim is to improve the language ability of employees and to reduce their reliance on interpreters.
	Adjunct Professor <i>Institute of World Politics</i> Sep 2012 – Present
	<ul style="list-style-type: none">Design course curriculum and lesson plans from Beginner to Advanced levels.Conduct classes to recent graduates and mid-career professionals to achieve their language proficiency goals.Promote successful communication and performance in their professional assignments, to bring cultural awareness, and to enhance the leadership and management capabilities of the U.S. foreign affairs community.
	Founder and Language Instructor Jul 2004 – Present <i>Chinese-Teacher.com</i>
	<ul style="list-style-type: none">Currently run a small business that provides Mandarin and Cantonese language instruction to individuals and groups.Organize and manage a growing list of students (over 30 currently).Prepare lessons plans and teaching materials to appeal to a wide range of learners, including preschoolers, K-12 and college students, working professionals and retirees.Integrate multimedia and technology to enhance the learning experience: e.g., Chinese word processors, web-based lessons, audio and video files, iPad apps, Skype.Arrange workshops related to Chinese culture and history.Use Web and print marketing to attract new clients.
Substitute Teacher <i>Sidwell Friends High School</i> Mar 2010 – Dec 2010 <i>Washington Yu Ying Public Charter School</i> Feb 2009 – Dec 2009	
<ul style="list-style-type: none">Fill in for assistant and lead teachers in two Washington, DC schools.	
Language Instructor <i>Concord Hill School (Chevy Chase, Maryland)</i> Jan 2008 – Feb 2008 <i>Montessori School of McLean (Virginia)</i> Apr 2007 – Jun 2007	
<ul style="list-style-type: none">Taught preschoolers beginning Chinese in a fun and interactive environment.Introduced children to Chinese culture and history.	

	<p>Secondary School Teacher <i>Yan Chai Hospital No.2 Secondary School</i> Sep 2003 – Sep 2004 <i>Pak Kau Girls' School</i> Sep 2002 – Sep 2003</p> <ul style="list-style-type: none"> • Taught 12- to 16-year-olds English, Biology and Integrated Sciences. • Strengthened interpersonal and communication skills dealing with students, parents and academics. • Learned to handle deadlines and stressful environments, working both independently and in a team environment.
<p>TRANSLATION EXPERIENCE</p>	<p><i>Softitler Net, Inc.</i> Jul 2005 – Dec 2007</p> <ul style="list-style-type: none"> • Proofread and author English-to-Chinese translations for a leading provider of subtitles for the home video market. • Worked on titles such as <i>An Inconvenient Truth</i>, <i>Nacho Libre</i>, <i>Aeon Flux</i>, and Showtime's <i>The L Word</i>. <p><i>BASE Productions</i> Nov 2004 – Mar 2005 Mar 2010 – May 2010</p> <ul style="list-style-type: none"> • Provided translation and transcription services to a multimedia company producing documentaries on Hong Kong and Taiwan for National Geographic.
<p>EDUCATION AND CERTIFICATIONS</p>	<p>TCSOL (Teaching Chinese to Speakers of Other Languages) Certification Sep 2009 Education Canada College</p> <p>Superior Rating, Mandarin OPI (Oral Proficiency Interview) Feb 2009 American Council on the Teaching of Foreign Languages (ACTFL)</p> <p>Language Proficiency Assessment For Teachers Dec 2003 Hong Kong Examinations And Assessment Authority</p> <p>Postgraduate Certificate in Education Sep 2001 – Jun 2002 The University of Hong Kong</p> <p>Bachelor of Science in Biology Sep 1998 – Jun 2001 The University of Hong Kong</p> <p>Certificate of Intermediate Spanish Sep 1998 – Jun 2001 The University of Hong Kong</p>
<p>PROFESSIONAL AFFILIATIONS</p>	<p>Member, Chinese Language Teachers Association (CLTA) Since 2009</p> <p>Member, American Council on the Teaching of Foreign Languages Since 2008</p>
<p>LANGUAGE PROFICIENCY</p>	<p>Cantonese, Mandarin, written Chinese (Simplified and Traditional), English (fluent written and spoken), Spanish (beginner).</p>