**Kevin J. Bruestle**

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**Education**

9/14-6/16 **Stanford University**, Stanford, CA

* Master of Arts degree in Chinese Language and Literature
* Coursework included 3 quarters of Fifth-Year Modern Chinese (Chinlang 231-233), 3 quarters of Business Chinese (Chinlang 131-133), 3 quarters of Beginning Classical Chinese (Chinlit 205-207), Literature in 20th Century China (Chingen 233), Modern Chinese Novel (Chinlit 274), Adv. Classical Chinese: Historical Narration (Chinlit 222), Adv. Classical Chinese: Philosophical Texts (Chinlit 221)
* GPA: 4.0/4.0

9/07-6/11 **University of California: San Diego**, San Diego, CA

* Bachelor of Arts degree in Political Science with a focus on American Government and a minor in Chinese Studies
* GPA: 3.87/4.0
* Provost Honors (11 out of 12 quarters)
* Graduated Magna Cum Laude

8/03-5/06 **Grossmont College**, San Diego, CA

* Obtained a Certificate of Achievement in German while attending high school

**Honors and Skills**

* Golden Key International Honor Society • Phi Sigma Theta National Honor Society
* Fluent in German and Mandarin Chinese

**Experience**

11/16-Present **Assistant Lecturer**, Chinese University of Hong Kong (Shenzhen), Shenzhen, China

* Assistant Lecturer of English for Translation, German, and Chinese
* Instructed German and English for Translation (a course designed to prepare students to become proficient translators between Chinese and English). Taught Chinese to foreign faculty at the university. Designed and implemented course curriculum and structure, assessed student progress and provided guidance and assistance in comprehension of course material. Coordinated with department chair and faculty to ensure curriculum and course material met university guidelines.

6/15-10/15 **Textbook Translator**, Nanhai, Santa Clara, CA

* Translated and proofread introductory Chinese textbooks compiled for English-speaking high school students

8/13-8/14 **Assistant to the CEO**, Edu Abroad, San Diego, CA

* Translated legal and business contracts and company profiles of American high schools from English to Chinese
* Contacted and built rapport with hundreds of study abroad organizations in China interested in sending high school students to study in the US
* Provided information on short-term and long-term study abroad opportunities in the US including visa and school application procedures and requirements. Guided Chinese students through their application process for US high schools and processed visas
* Tutored Chinese high school students in English and other humanities subjects. Assisted with translations for Chinese high school students adjusting to American life. Led groups of Chinese students on seasonal tours of famous California landmarks

11/10-7/13 **Executive Assistant to the CEO**, Zuup Design, La Jolla, CA

* Handled administrative tasks for a start-up health products firm operating in the US and China
* Translated legal documents and company correspondences from English to Chinese
* Facilitated communication between company office in the US and manufacturing factories in China
* Assisted with translations and communication with engineers and IT specialists in company’s Chinese branch
* Coordinated new product launches in US retail stores. Oversaw and implemented marketing strategy to Chinese and American clients. Researched and drafted reports on the drug and supplement industries. Formed partnerships with drug companies to integrate products with manufactured medications and supplements

10/09-3/10 **Assistant**, Sulin Education Foundation, Oceanside, CA & Hainan, China

* Conducted written and oral translations between English and Chinese at conferences between faculty members, students of educational institutions, and the foundation
* Created videos documenting events promoting Chinese cultural understanding. Handled administrative duties and assisted with translating in Chinese during meetings
* Promoted from position of Intern, 11/09