

**SUMMARY** Collegial and motivated professional who enjoys working with others. Highly efficient worker who possesses multiple degrees in History and has experience teaching IB History.

**EXPERIENCE**03/2022-  
PRESENT**NORTHWELL HEALTH LABORATORIES****NEW YORK, USA**

## CLIENT SERVICE REPRESENTATIVE

- Work with a variety of clients (hospitals, medical private practices, nursing homes, and patient service centers), analyzing and relaying laboratory results to licensed medical practitioners in a timely fashion to treat their patients.
- Translate and relay laboratory results to a variety of patients in different languages: Spanish, Chinese, and Italian.
- Answer phones and address client's needs in a timely fashion.

02/2020-  
PRESENT**WRITER, TRANSLATOR, EDITOR****ROME, IT/NEW YORK, USA/REMOTE (ONLINE)**

## FREELANCE WORK

- Work remotely with a medical company stationed in Milan, translating articles from Italian into English
- Edit and translate manuals and menus from Chinese into English, English into German, and English into Spanish
- Meet with clients online on a weekly and monthly basis to gauge their company's needs and what they specifically need to be translated

02/2017-  
07/2019**BEIJING HUIJIA (IB) PRIVATE SCHOOL****BEIJING, PRC**

## HISTORY TEACHER

- Taught Chinese History, World History, European History and US History to MYP and IB/DP students
- Developed and implemented curricula and project-based lesson plans, using primary/secondary sources for classroom projects and for research papers, to meet academic standards and ensure student mastery of curriculum
- Designed and used assessments that are IB-oriented to measure student progress and refine curriculum to meet student needs
- Collaborated with teachers in Science and Language Departments to create IDUs (Interdisciplinary/Inter-departmental units) that engaged students in cultural heritage and appreciation of cultural differences

06/2016-  
02/2017**METEN****HUIZHOU, PRC**

## ENGLISH TEACHER

- Taught English in a face-to-face classroom setting and in workshop classrooms of beginner, intermediate, and advanced students (M1, M2, M3, and M4)
- Produced interactive PPTs on History, Travel, Practical Business, Grammar, English Slang, and Sports for students in a public forum within the center
- Taught interactive World Culture classes, which included Roman History, Greek History, European History, and United States History
- Devised interactive lessons to meet the needs of my students that enabled them to refine their reading and analytical skills in the face-to-face and workshop classrooms
- Debriefed students and DOS (Director of Studies) of students' progress through daily reports

11/2015-  
06/2016**EF EDUCATION FIRST****SHENZHEN, PRC**

## ENGLISH TEACHER

- Taught English in a face-to-face classroom setting and in workshop classrooms of beginner, intermediate, and advanced students
- Taught interactive World Culture classes, which included the histories of Rome, the United States, and Global (World) history
- Devised interactive lessons to meet the needs of my students that enabled them to refine their reading and analytical skills
- Debriefed students and DOS (Director of Studies) of students' progress through daily reports

06/2008-  
04/2015**WRITER, TRANSLATOR AND EDITOR****NEW YORK, NY**

## FREELANCE WORK

- Edited resumes and project proposals
- Devised various project tools/databases to assist clients with 'big picture' outlines to gauge their company's financial growth and prospective growth
- Tutored Spanish-speaking clients to read and write in English
- Aided clients in translating documents from English-Spanish and Spanish-English

## EDUCATION

2021	<b>UNIVERSITY OF PAVIA</b> Intermediate (online) translation linguistical degree in Italian	<b>PAVIA, IT</b>
2018	<b>L'UNIVERSITÉ DE STRASBOURG</b> Advanced (online) historical translation degree in German	<b>STRASBOURG, FR</b>
2009-2011	<b>QUEENS COLLEGE OF THE CITY UNIVERSITY OF NEW YORK</b> Master's Degree in History (Specialty in Roman History), Fall 2011 (GPA 4.0) Master's Thesis on the Reign of Augustus ("The Empire of Augustus: His Ascension, His Army, and His Foreign Policy")	<b>FLUSHING, NY</b>
2004-2008	<b>QUEENS COLLEGE OF THE CITY UNIVERSITY OF NEW YORK</b> Master's Degree In Social Studies Secondary Education, May 2008 (GPA 3.88)	<b>FLUSHING, NY</b>
2000-2004	<b>QUEENS COLLEGE OF THE CITY UNIVERSITY OF NEW YORK</b> Bachelor of Arts, June 2004 (GPA: 3.85 – Dean's List and Honors) <b>Major:</b> History; <b>Minor:</b> Business and Liberal Arts (BALA), an honors business program	<b>FLUSHING, NY</b>

## HONORS & AWARDS

The Research Award in Social Studies (2008); Kappa Delta Pi, International Honor Society in Education (2008); Excellence in History Award (2004); Magna Cum Laude (2004); Presidential Award in Academics (2003); Phi Alpha Theta member, History Honor Society (2002); Golden Key International Honor Society (2001); Dean's List (2001-2004); Recognition by New York State on Humanitarian Issues (1999)

## SKILLS

*Computer:* Proficient in Microsoft: Word, Excel, Access and PowerPoint. Skillful Internet researcher and experienced in providing historical lectures in small group and large group settings as a former History teacher in China. Ability to translate Spanish, Italian, German, Chinese, and Latin.

## REFERENCES

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