

Helen Lee
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EXPERIENCE

Kinpo Electronics

English instructor

Taipei, Taiwan

2006-2007

- Developed English curriculum for group of engineers that was appropriate to their learning abilities, needs, and interests
- Led all levels from true beginners to advanced learners, instructing students in correct pronunciation and grammar as well as introducing new vocabulary
- Conducted student learning and skill assessments by testing and grading students, critiqued students' performances on oral tests

Freelance

Tutor

Taipei, Taiwan

2005-2007

- Created individualized learning plans for a variety of students from AIG clerk, Airiti publisher to physics graduate student
- Monitored performance and provided motivation to assist students in achieving their educational goals
- Instructed clients in various methods for reading and reading in preparation for TOEFL and GRE

Translator

2005-2007

- Provided Chinese to English translation services to college students studying abroad, Oxbridge educational consulting, and Academia Sinica
- Services ranged from personal essays, resumes, master's theses, and articles for publication

SKILLS

Excel, Powerpoint, Adobe Photoshop, SAP, Donovan, Atlas DMT, Telmar, Ad Relevance

ADVERTISING ACCOUNTS

Watsons, SKII, Ford, Marriott, AIL, Citibank, Pfizer, Netsuite, Mazda, Princess Cruises

EDUCATION

National Taiwan University

MBA

Taipei, Taiwan

2007

Washington University

BA, *magna cum laude*

St. Louis, MO

2002

Oxford University

Associate student

Oxford, England

2001