




Laura Ma

马若兰

GRADE 1 TEACHER

Contact

-  Shenzhen, China
-  LauraTMa7@gmail.com
-  LauraMa_
-  @LauraTMa

Skills

- Mandarin Chinese
 - Intermediate Advanced (HSK4)
- Spanish
 - Beginner Intermediate
- Microsoft Word & Excel
 - Proficient

References

Available upon request

Work Experience

Dehong International Bilingual School
Shanghai, China

Grade 1 English Teacher July 2023–Present

- Organize lessons for 2 sections of Grade 1
- Evaluate student performance
- Communicate with parents and co-teacher
- Participate in PD workshops

California Kids Club
International Kindergarten
Shenzhen, China

Director Aug 2019 – July 2023

- Lead daily meeting with 16 academic staff members
- Calculate end of academic year raises
- Reconcile staff/staff and staff/parent conflict
- Evaluate 38 staff members twice an academic year
- Monitor teacher progress and training
- Oversee major school events and outings
- Recruit, onboard, train, and mentor ESL teachers
- Observe lessons and give feedback to teachers

Head Teacher Sep 2016 – Aug 2019

- Create pre-k art curriculum
- Plan and lead monthly interactive team buildings
- Train 4 employees monthly
- Modify school event organizational system
- Train 35 staff on effective communication to parents
- Lead class of 18 students
- Communicate with Chinese assistant daily
- Give both written and verbal feedback to parents weekly

Wenzhou #2 Experimental Middle School
Wenzhou, China Aug 2015–Sept 2016

- Taught interactive English classes to 500 students weekly
- Organized English culture club for 21 students weekly

Education

Moreland University Expected Graduation 2024
Masters of Early Childhood Education

University of Delaware Fall 2011–Spring 2015
Honors BA – Interpersonal
Communications, Mandarin, Asian Studies

Shanghai University of Finance and Economics Spring 2014
Chinese Language Immersion Certificate