Sheena Chan
21008 Hazelbrook Drive
Cupertino, CA 95014
(310) 598 - 0838

Email Contact: SheenaSChan@gmail.com

OBJECTIVE:

Elementary school teacher specializing in English as a second language

EDUCATION:

University of California at Los Angeles (UCLA)
     Graduated December 2007
     Bachelor of Arts: Asian American Studies
     Minor: Political Science
     Cumulative GPA: 3.6

CERTIFICATIONS:

- California Basic Educational Skills Test (CBEST)
- California Subject Examinations for Teachers (CSET): Multiple Subjects

QUALIFICATIONS:

- Ten years experience as a tutor for multiple subjects, including English, math and science
- Five years experience as a summer camp leader, developing, implementing and overseeing several programs for children between the ages of 5 and 18
- A background in working with diverse cultures throughout the United States, Asia and Europe

EXPERIENCE:

Namco Networks, eCommerce and Partner Relations Manager
- Conducted weekly group creative brainstorming sessions for new product development
- Analyzed and presented monthly sales reports, advising on areas for improvement

MTV, Integrated Marketing Intern
- Created a marketing management application to streamline activity processes
- Prepared pitch letters, status reports and press kit materials for staff at weekly meetings

UCLA Radio, New Media Manager and Radio Host
- Supervised a team of ten to organize a concert, resulting in over 10,000 attendees
- Planned and delivered weekly program content and recorded show logs

Gap, Sales Specialist
- Coordinated and trained all new employees on software and information systems

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AWARDS:

- Who's Who Among American High School Students
- Gap's Hardest Worker Award
- Graduated Top 10% of Monta Vista High School c/o 2003
- Dean's Honors List: 2003, 2005, 2006, 2007

SKILLS:

Operating Systems: Windows and MAC OS
Applications: MS Office, Adobe Photoshop, Paint Shop Pro and Macromedia Flash
Platforms: Lyris HQ (Marketing), Plimus (E-Business), X-Cart (E-Business) and eBay (E-Business)
Other: HTML, web design and graphic design
Languages: Fluent in English and Cantonese; basic knowledge of Mandarin and Spanish

REFERENCES:

Available upon request