

## **Cover Letter**

Jenny Chin-Hui Wilkins is a passionate and well-organized English teacher with a TESOL certification. She is currently teaching young and school-aged children at Guang Fu after-school care center and adults at EIE English institute.

Teaching and training has been a part of Jenny's life since college. During her Computer Science undergraduate studies at University of the Pacific, and graduate studies at California State University at Chico, Jenny was the president of the Chinese Student Association. She initiated and organized cultural exchanges and events between the American and Chinese students, and assisted with Chinese newcomers in integrating to the US. She tutored Chinese students in various subjects including English, music, and computer programming. She has a passion in helping others and because of that, she has been inspired to be a good teacher.

She has lived and worked in California and Arizona USA, and previously lived in Brazil and Taiwan. For over 10 years, she has assisted dozens of newly-arrived Chinese in adapting to their new U.S. environment, getting necessities, understanding the culture, and successfully adapting to their work or university environments. She is experienced at both one-on-one coaching and group training on working successfully in the U.S., and using technology.

Jenny possesses leadership quality. She was very active in the greater Phoenix Arizona community. She practiced successful management as a small business owner, and she often gave seminars and training. Jenny was the president of Kiwanis Club of Ahwatukee, as well as lieutenant governor designate of the Kiwanis Southwest district. She enjoys working on community service projects, helping and enriching other people's lives. One of the key projects that she was involved with is called "Reading is Fundamental Program." The program involves going to kindergarten classes and read English story books to mostly non-English speaking children. She speaks fluent English and conversational Mandarin Chinese, and conversational Brazilian Portuguese.

Jenny is used to the pace and demands of the high tech environment, having worked at Compaq Computers as a computer system engineer and tech support, and later at Corio (later merged with IBM) in Silicon Valley, California. At Corio Jenny managed a staff of 20+ people including infrastructure architects, system engineers, desktop technicians, and technical support personnel. In 2001, she was asked to start up Corio's Operations Center in Phoenix Arizona. Her responsibilities included strategic planning, facility planning, procuring equipment, vendor contract negotiations as well as managing the technical staff members.

Being bilingual herself, fluent in English and in Chinese, Jenny understands the importance being able to communicate more than one language. In February, 2009, she has moved back to Taiwan with her American husband and they are currently raising two bilingual children.