

Jenny Chin-Hui Wilkins (吳懃慧)

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Qualification:

- TESOL certification
- Conversational Portuguese
- Experienced computer user

Computer Applications:

- Software: Photoshop, InDesign, Illustrator, Microsoft Office
- Web: Drupal, HTML, SEO
- Hardware: Windows XP, Vista, Windows 7

Experience:

05/2010 – Present English Consultant

- English grammar textbook editor: Edited and produced an English grammar book targeted at high school students
- One-on-one English course for business professionals
- Translation: Written and oral translation from Chinese to English and vice versa. The completed work include food industry, high-tech industry, and finance field.

08/2009 – Present Translator

- Written translation - Chinese to English
- Oral translation – Real-time oral translation from Chinese to English and vice versa.

07/2009 – Present after-school care center and preschool

- 3 hours of English instruction Mondays, Wednesdays, Thursdays, and Fridays
- 100% English speaking environment
- Children's ages range from 3 to 10 years old
- Create, organize course plan and material as well as tests and evaluations

05/2009 – 05/2010 EIE English Institute

- Group English class with 100% English instruction with large corporate group students
- One-on-one course with high profile executives from well-known companies and high profile business owners
- Create, plan, and write course material, and test
- Write student evaluation at mid-term, and end-of-term of the classes
- Record and create audio files for listening practices and exercises

02/2009 – 06/2009 Gjun Language Institute

- One-on-one English tutoring for adult students
- Group adult English class with 100% English instruction

02/2009 – 07/2009 Happy Marian Shi-Lin branch, 1st Grade English teacher

- 3 hours of English instruction Mondays, Wednesdays, Thursdays, and Fridays
- 100% English speaking environment
- Children's ages range from 6 to 10 years old
- Organize Parent-teacher conference

08/2008 – 01/2009 Charis International Corporation, M.S., USA cross-cultural consultant

- Provided training to Chinese new comers on American culture including in adapting to the U.S. environment.
- Utilized my own personal understanding on both cultures to guide the new comers to adapt to American main stream values.
- Built upon my own business experience in living and working in the USA to teach the new comers in successfully adapting to their new work environments and interacting with their American colleagues.
- Taught English as part of the training course, American idioms and slangs.
- Experienced at both one-on-one coaching and group training on working successfully in the U.S., and using technology.

10/2006 – 01/2009 Owner of 3Q Printing Press LLC, Mesa, AZ

- Responsible for the company's services including graphics design and printing.
- Managed day-to-day operations such as human resources, accounting, payroll, vendor management, client relationship and contracts.

10/2003 – 01/2009 Owner of Albin.Net LLC, Phoenix, AZ

- Responsible for the company's services including graphics design, web development, and computer consulting.
- Managed day-to-day operations such as human resources, accounting, payroll, vendor management, client relationship and contracts.

9/1999 – 10/2003 Sr. Information Technology Manager, Corio Inc (acquired by IBM), Phoenix, AZ

- Worked closely with Sr. Director of Engineering and Sr. VP Worldwide Operations on capital forecasting and planning required for Quarterly Business Reviews and non-personnel cost strategy.
- Managed Information Architecture Teams working on advanced technology in infrastructure architecture and information system monitoring solutions.
- Managing Internal Information Technology team which contains end-user help desk, desktop support, and internal production system support to 500 Internal Corio users.

08/1995 – 08/1999 Information Technology Analyst Compaq Computers, Cupertino, CA

- Administered and maintained email environment for 50,000 users
- Supported the Microsoft server network infrastructure for 50,000 users
- Provided technical support for Compaq Computers Internal users

08/1993 – 08/1995

- Tutoring:
 - Music tutor
 - Computer programming language

Education:

University of the Pacific – Computer Science degree