

# Dan Evan

## BUSINESS STUDIES & MATH TEACHER

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### SUMMARY

I am a new, enthusiastic professional in my role as a teacher of Chinese, Business studies and Mathematics. My dedication is to provide students with appropriate learning activities and adventures designed to fulfill their potential for intellectual, emotional and social growth. Since choosing a profession in the education sector, I have found great satisfaction in being able to create learner-centered classrooms by applying different pedagogies, particularly differentiation and inquiry-based teaching as my key scaffolding strategies. I am keen to work in a school setting that reflects my own personal and professional values. I believe that I can contribute greatly to a team of staff who share these values, working together for the benefit of the students.

### EDUCATION

#### Master of Teaching (Secondary)

Massachusetts Institute of Technology *Feb 2017 - Dec 2018*

#### Diploma of Interpreting

Yale University *Mar 2016 - Aug 2016*

#### Bachelor of Commerce

Johns Hopkins University *Jul 2013 - Dec 2015*

Major in Accounting and Finance

### SKILLS AND ATTRIBUTES

- Communication, collaboration and leadership – My previous roles have required me to collaborate with my co-workers, and with the public, in order to successfully carry out the necessary duties
- Languages skills– I am a fluent speaker of Chinese and English. I am aware of many regional dialects and variations.
- Teaching skills: I am experienced in teaching at an individual and class level and have a broad knowledge of a number of pedagogical skills
- Enthusiastic and conscientious: I have a strong desire to succeed in my role, and to consistently perform a high standard.
- Patient and relationship-oriented
- Organization and time management skills
- Differentiated instruction – ability to respond to different learning needs
- Critical thinking and decision-making skills
- Computer skills: I am also familiar with the operation of most modern office technology. I am also a Level 1 Google Certified Educator.
- Fitness: I exercise and play sports regularly, and am committed to maintaining a healthy lifestyle.

### PROFESSIONAL EXPERIENCE

#### Chinese Teacher

Wesley Grammar School *Jan 2019 - Mar 2019*

As a Chinese teacher, my *key achievements* include:

- Implemented an Individualized Learning Plan to meet the needs of each student in the year 7 and 8 class

- Planned and taught Year 7 and 8 Chinese lessons which adhered to the objectives of the curriculum while utilizing a variety of teaching pedagogies
- Effectively used digital technologies such as Google Classroom and PowerPoints, in the delivery of curriculum and the sharing of information and data
- Established positive relationships with students to facilitate learning, and all students reported a high level of engagement throughout the term
- Reinforced and maintained classroom management by incorporating motivational activities and positive reinforcement where students took ownership of their actions
- Incorporated constructivism philosophy of teaching into classroom by implementing various student-centered learning methodologies; significantly enhanced the classroom environment by acting as a facilitator to create positive learning opportunities

### **Student Teacher - Chinese, Maths and Business**

#### **Prince International School** *Sep 2018 - Oct 2018*

Prince International School is a leading co-educational IB world school. As a student teacher and a visitor, my *notable achievements* have included:

- Incorporated engaging teaching methods and resource that set a strong foundation for encouraging student participation, particularly when teaching the Middle Year Program (MYP) in the discipline of Chinese and Mathematics
- Motivated and stimulated students, encouraging learning through experiences
- Attended IB curriculum meeting and weekly school staff meetings
- Established and maintained very positive relationships with students and colleagues
- Initiated meetings with teachers to discuss the key pedagogy used in IB - inquiry-based teaching approach; adopted Inquiry-based teaching in future classes to promote student leadership in initiating positive learning opportunities

As an international IB school, placement at Prem International School helped me to Established a solid understanding on the IB program – including MYP, IBDP and the philosophies behind the IB program. It also helped to develop a wide range of teaching strategies to respond learning needs of students with different cultural backgrounds.

### **Student Teacher - Business Management and Accounting**

#### **Evergreen Secondary College** *Apr 2018 - May 2018*

Placement at Sunshine College gave me greater perspectives and made me more versatile as a teacher. My major achievements have included:

- Revised the lesson planning module by incorporating current business affairs as subjects, particularly when teaching topics on management styles
- Taught Year 11 in the disciplines of VCE Business Studies, VCE Accounting
- Implemented a series activities-based learning programs, resulting in increased student engagement and participation
- Created Guttman Charts to analyze exam results
- Incorporated constructivism philosophy of teaching in the classroom by implementing various student-centered learning methodologies
- Attended SunLit program and staff meetings

### **Student Teacher – Chinese**

#### **Seventh Day Grammar School** *Sep 2017 - Oct 2017*

As a student teacher, my major responsibilities have included:

- Planned and taught Year 7 to 11 Chinese lessons which adhered to the objectives of the curriculum while utilizing a variety of teaching pedagogies
- Effectively used digital technologies such as Google Classroom and PowerPoints, in the delivery of curriculum and the sharing of information and data
- Used thinking-oriented strategy to promote students' higher order thinking skills
- Planned, organized year 8 Chinese excursion to the Chinese Museum
- Maintained discipline in the classroom, methodically provide teaching material for lessons, simplify lesson plans in line with curriculum objectives

## **Student Teacher – Business Management & Accounting** **Marshall Secondary College** *Apr 2017 - May 2017*

As a student teacher, my major responsibilities have included:

- Taught Year 11 VCE Business Management
- Created and implemented lesson plans focused on improving the interpretation of VCE Business management task words
- Integrated technology into curriculum to develop students' word processing and researching skills. Utilizing Internet for resources on current management styles and market trends.
- Worked closely with other teachers and established positive relationship with students, parents, fellow teachers and school administrative staff
- Reinforced and maintained classroom management by incorporating motivational activities and positive reinforcement where students took ownership of their actions

## **INDUSTRIAL EXPERIENCE**

### **Code Camp Program**

#### **Head Teacher/ Teacher Assistant** *Mar 2018 - Present*

Code Camp is a special holiday program where kids can build their own online games and apps.

- Provided one on one assistance to individual students during class
- Worked directly with students with special learning needs
- Provided extra help to students with special needs and those for whom English is not their first language
- Managed any misbehaviors and disruptions occurred
- Discussed assigned duties with the headteacher in order to coordinate instructional efforts
- Prepared lesson materials, equipment, and demonstrations

### **Bright Digital Institute**

#### **Tutor - Mathematics and Accounting** *Mar 2018 - Sep 2018*

- Offered tutoring for general mathematics and accounting for high school students
- Prepared study notes and relevant topic information for students
- Assessed students learning needs and weaknesses areas
- Generated questions to stimulate topic conversations between students

### **Accountants Resource Center, NY**

#### **Professional Internship** *Feb 2016 - Dec 2016*

- Performed Business Activity Statements and balance sheet reconciliation
- Provided advice to clients assisting them to apply with GST and related legislation
- Assisted with general business administration tasks including collecting and compiling financial reports for clients
- Gained experience by using HandiTax software

## **AWARDS**

### **Yale Mobility Awards**

**University of Yale for outstanding average achieved,** *Sept-2018*

### **Certificate of Excellence in Mathematics**

**Massachusetts Institute of Technology** *2012*