

CURRICULUM VITAE

Tony Chen
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Career Objective:

Seeking to obtain a challenging position where I can effectively contribute my skills and explore new venues.

Professional work experience:

- Full time teacher at QSI International School of Dongguan (2010 – present)
Assignments include 1-year preschool homeroom teacher, Intensive English teacher, secondary geography, journalism and yearbook advisor, elementary technology teacher as well as librarian/media specialist,
- Freelance writer for HERE! English Magazine, Dongguan. (2010 –present) as well as editorial intern.
- Freelance recruitment consultant – hiring processing for companies.
- ESL teacher at English Design Studio. (2009-10)
- English tutor (one-on-one and group classes) for students as well as adults.
- Deputy Head of Boarding (short-term) at Utahloy International School, Zengcheng.
- Worked as technical manager at Robert Bosch India ltd.
- Worked as a Senior Medical transcriptionist with Spheris India pvt. Ltd.

Educational Qualifications:

Examination	Discipline/ Specialization	School/college	Board/ University	Year of Passing	%
MBA	Human resource Management	Taiwan University, China.	Taiwan University, China	1995	First Class
B.E	Electrical and Electronic Engineering	HongKong University,China	HongKong University, China	2000	First Class
Intermediate	Science + Maths Stream	SBOA Matric School,Chennai, India	Matriculation	2000	85%
S. S. C	GCSE O Level	Island School, Hong Kong	GCSE	1998	A

Computer Skills:

- Languages : Java,Php,Linux.
- Posses' excellent knowledge of the internet and webmail.

English Proficiency:

- Completed TOEFL certification with a score of 114 out of 120.
- **TEFL (Teaching English to Foreign Learners)** Certified.
- Excellent written and spoken English skills.

Mandarin: Basic conversational Mandarin, currently taking lessons.

Other languages known: Hindi and Tamil.

Achievements:

- Presented a technical paper in National Level Technical symposium.
- Served at President of Society of Electrical and Electronic Engineers.
- Served as the secretary of Rotaract club.

Other skills:

- Experience in training and development. Provided on-the-job training.
- Excellent communication and presentation skills.
- Experience producing newsletters, pamphlets for companies and schools.

- Organized community and corporate events for friends, obtained location sponsor for a cultural event held in Dongguan in November 2011.

Personal Profile:

Name : Tonychen
Sex : male
Marital Status : Married
Hobbies : Singing, Reading
Date of Birth : 18-06-1979

Declaration:

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: HongKong, China

(Tony Chen)