

Contact

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(LinkedIn)

Top Skills

Social Media Marketing

Event Management

Branding & Identity

Languages

Chinese (Professional Working)

Malay (Elementary)

English (Full Professional)

Certifications

Digital Marketing Foundations

CELTA

Learning to Teach Online

Elearning Essentials: Instructional Design

Foundations of Project Management

Honors-Awards

ASEAN Undergraduate Scholarship

Jian Hong Tee

Academic Mentor for Top UK School Placement
Singapore, Singapore

Summary

Exploring the world as I teach.

Experience

Education Consultancy Team

Academic Coordinator for Top UK School Placement

May 2022 - Present (2 years 11 months)

Shanghai, China

- Mentored more than 80 students from top schools in China, Europe and Thailand for test preparation including CAT 4, UKiset, ISEB and CEPT and school entrance exams for elite UK schools
- Refine students' personal statement and coach them for selection interview, where they subsequently received offers from Dulwich, King's, Harrow and other prestigious institutions
- Utilised education technology and publishing platforms including IXL, Atom Learning, Century Tech and GL Assessment to improve student scores through analytics and algorithmic recommendation

HD Ningbo School

Project Lead

June 2021 - January 2023 (1 year 8 months)

Ningbo, Zhejiang, China

- Spearhead a team of international teachers to research on, adapt and develop English curriculum content for premium international school students in Beijing, Shanghai and Ningbo
- Facilitate cross-border interaction and cooperation between the Singapore and Chinese teams in the publication of teaching materials and administration of assessments

Cambridge International School

English Teacher

August 2020 - June 2021 (11 months)

Federal Territory of Kuala Lumpur, Malaysia

- Designed a year-long scheme of work for a total of 150 Year 7 students from the first language stream, covering various genres of texts, writings, and literatures.
- Planned and conducted over 500 lessons for Year 7 and 8 first and second language students.
- Organised a week-long English showcase that comprised of scrapbooks and diaries exhibition, performance poetry, narrative writing contest, and poster-making session.

Nanyang Technological University

Undergraduate

August 2015 - January 2020 (4 years 6 months)

Singapore

Homestay English Việt Nam

Volunteer Teacher

April 2019 - July 2019 (4 months)

Vietnam

- Embarked on a 3-month communal living cum English teaching stint with Vietnamese adult learners.
- Designed a curriculum that encapsulates general and business English, and conducted over 200 lessons for beginner, intermediate, and advanced learners using professional materials.

British Council

CELTA Candidate

February 2019 - March 2019 (2 months)

Singapore

- Obtained the Certificate in Teaching English to Speakers of Other Languages, awarded by Cambridge.
- Planned and executed 8 English lessons for Asian and European adult learners, covering the aspects of system (vocabulary, grammar, functions) and skills (reading, listening, speaking, and writing).

Lonza

Sales Intern

July 2018 - December 2018 (6 months)

Singapore

- Conceptualised and published creative marketing collateral for corporate events, including a brand calendar for regional customers.

- Communicate with potential clients about Lonza's bioresearch products during field visits to universities and trade conventions.

NTU Karate Club

Head of Publicity

August 2016 - August 2017 (1 year 1 month)

- Directed a series of webisodes and creative advertisements that increased the club's Facebook Page reach by tenfold.

NTU Hall of Residence 1

Programmer for Hall Overseas Community Trip

August 2015 - August 2016 (1 year 1 month)

Singapore

- Conducted simple English and Science lessons for schoolchildren in a village, equipping cross-cultural competencies to gain rapport and communicate.

Education

Nanyang Technological University

Bachelor of Science (BSc), Chemistry and Biological Chemistry · (2015 - 2020)

British Council

CELTA Teaching Qualification, Education · (2019 - 2019)

St. Andrew's Junior College

GCE A' Level · (2013 - 2014)