



Jane Chang · NTU DFLL(Department of Foreign Language and Literature)

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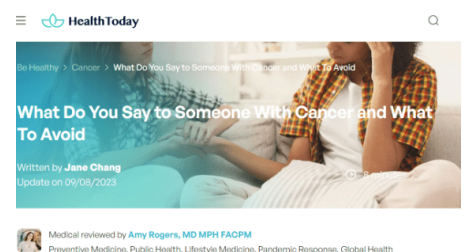
☎ : 0928-416-421

Work Experience

- English Tutor | 12-18 year-old student instruction, primer study companion (**Feb. 2018-now**)
 - Tailoring instruction for students with different levels.
 - Adjusting my teaching style to accommodate with students of different ages and personalities.
- Sanmin Bookstore | English Educational Material Editor (**Jan.2021-July.2021**)
 - Responsible for high school English e-books, online teaching materials, and course text PowerPoint presentations
 - Proofreading English textbooks for publication
- Achieving Professional Conference Organizer | Project Assistant (**Dec.2022-Feb.2023**)
 - Managing relationships with vendors and suppliers
 - Planning and assisting before, during, and after the event
- Private University | Executive Secretary in International Program (**Mar.2023-now**)
 - Collaborating and communicating with other departments, and executives
 - Scheduling departmental meetings, creating meeting records and tracking the follow-up actions
 - Arrange supervisor schedules and assist executives in maintaining customer relationships
- HealthToday | Part-time Trainee Editor (**June.2023-now**)
 - Writing content on health knowledge
 - Learning to read academic papers, then translating it into language suitable for ninth to tenth-grade students.
 - Honing my writing skills in my leisure time

Portfolio

HealthToday is a website that provides a wide range of health-related information and resources. It covers various topics related to physical and mental health, fitness, nutrition, medical advancements, wellness, and lifestyle choices.



Certificate

TOEFL

Reading : 28 Listening : 26

Speaking : 23 Writing : 25

Sum of Highest Section Scores	Reading (0-30)	Listening (0-30)	Speaking (0-30)	Writing (0-30)
102	28 Test Date: 04/11/2023	26 Test Date: 04/11/2023	23 Test Date: 04/11/2023	25 Test Date: 04/11/2023