

Shaina Pang

TEFL Certified, university graduate with a strong work ethic and experience in childcare. Seeking a teaching opportunity in South Korea to further develop my knowledge and skills.

EXPERIENCE

Steamoji - Richmond Central, Richmond, BC — Assistant Manager

OCTOBER 2023 - PRESENT

Managed the daily operations of the academy, led staff by instilling a passion for STEAM subjects, and facilitated students' learning of the Steamoji curriculum. Followed up on leads, conducted tours of the academy, scheduled trial sessions, and helped families register. Communicated with students and families in the academy to ensure learning and progress.

Thriving Kids Care Society - Clubhouse Kids Program, Richmond, BC

JULY 2021 - SEPT 2023

Campus Supervisor (2023)

Provided oversight, mentorship, and assistance to team members. Assisted with classroom management. Conducted daily team briefings. Carried out administrative tasks. Addressed issues with parents if needed. Reported to Assistant Camp Director and Camp Director.

Team Lead (2022)

Provided leadership to the team. Established a healthy team-based culture. Ensured clear, open, and honest communication at all times. Delegated responsibilities to team members. Motivated team members to work efficiently and effectively. Consulted senior leadership and made final decisions as needed.

Day Camp Staff (2021)

Assisted team lead. Actively supervised children. Built positive and meaningful relationships with children. Discipline appropriately as needed. Maintained a clean, safe and professional work environment. Addressed questions and concerns from parents.

Michaels Stores, Richmond, BC — Cashier

JULY - NOVEMBER 2019

Operated the cash register and provided customer service.

Guess Factory, Richmond, BC — Sales Associate

APRIL - JULY 2019

Welcomed and assisted customers on the sales floor. Operated the cash register and fitting rooms.

Creation Technologies, Burnaby, BC — Production Associate

JULY - AUGUST 2018

Packaged and labelled products on the production floor.

Richmond Chinese MB Church, Richmond, BC — Volunteer

SEPTEMBER 2015 - JUNE 2018

Prepared lessons, mentored and led activities for children ages 8-12 in the Sunday School and AWANA programs.

Cambie Community Centre, Richmond, BC — Volunteer

JULY 2017 - AUGUST 2017

Helped leaders supervise children in the summer day camps program. Organized activities and snacks in the aftercare program.

H.J. Cambie Secondary, Richmond, BC — Peer tutor

SEPT 2016 - JUNE 2017

Assisted teacher with their tasks such as marking and executing lessons. Promoted student learning through peer support and effective communication.

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EDUCATION

The TEFL Academy, Vancouver, BC — TEFL Certificate

APRIL - JUNE 2023

Completed 158-hour online level 5 TEFL and grammar course.

Completed 10-hour Classroom Teaching Practice Course.

The University of British Columbia, Vancouver, BC — BA Major in Psychology, Minor in Education (Interpersonal Development)

SEPTEMBER 2018 - MAY 2023

Graduated with High Distinction

H.J. Cambie Secondary, Richmond, BC — High School Diploma

SEPTEMBER 2013 - JUNE 2018

Achieved the Student Council and Tait PAC Scholarships. Graduated with Honours.

Recreational Leadership Program (2016-2018)

SKILLS

Enthusiastic, responsible, and reliable worker.

Completes all tasks efficiently and effectively on time.

Excellent communication and interpersonal skills.

Highly organized and focused learner.

Computer skills and proficiency with Excel, PowerPoint, and Word.

ACHIEVEMENTS

Emergency Childcare First Aid with CPR Level C (2021)

Dean's List Recognition (2020)

Psychology Excellent Achievement Award (2017-2018)

Major Service Award (100+ hours) (2017-2018)

Medical Confidentiality Program Completion Certificate by the Emergency Services Institute of Canada (Oct, 2017)

Food Safe Level One (June, 2017)

Major Service Award (50+ hours) (2016-2017)