

# CAO SHUHUI

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## PROFILE

My academic and professional trajectory has been deeply rooted in early childhood education, with a sustained focus on pedagogical practices, developmental psychology, and systemic learning environments. Holding both undergraduate and graduate degrees in Preschool Education, I have cultivated a rigorous theoretical foundation while engaging in extensive teaching practice. My work has consistently sought to bridge empirical research with classroom application, particularly in understanding how structured and emergent curricula influence cognitive and socioemotional development in young learners.

## EDUCATION

Master of Early Childhood Education |University of Science,Malaysia,Major in Early Childhood Education

Chinese Teacher to Speakers of Other Language|Center for Language Education and Cooperation

Core Modules:Curriculum and Research in Early Childhood Education,Research methodology in Education,Globel perspectives of Early Childhood Education,Stastical Reasoning in Education Research,Approachs in Early Childhood Education,Child Development Psychology, Child health

**GPA** :3.13/4.0 (3.13 为目前的绩点,26 年 3 月毕业才会有最终的绩点)

## Academic accomplishment/awards

National Inspiration Scholarship

Outstanding Graduates of 2019

## Professional Experience

**Coordinating Procurement Officer|China State Construction Engineering Corporation,Santa Cruz,Bolivia,** **Aug 2022-Aug 2024**

The role involves managing vendor relationships and executing procurement for materials, equipment, and services, both locally and internationally. Responsibilities

include formulating procurement plans, conducting inquiries, price comparisons, negotiations, and contract signing to ensure cost-effectiveness. The role also ensures procurement compliance with company policies and local regulations, monitors processes, and proposes improvements to enhance efficiency. Collaboration with project management, engineering, and finance departments is essential to align procurement with project schedules and budgets, while providing timely feedback and resolving any issues that arise.

**Online Chinese Teacher|Chinese Education Center of Chicagoland  
North|America Mar,2020--Feb,2022**

The role involves providing systematic Chinese language instruction for HSK levels 1–6, covering phonetics, vocabulary, grammar, reading, and writing. Using materials like "4-5 Fast Reading" and "Ma Liping" textbooks, lesson plans and activities are designed for online teaching, incorporating interactive methods such as role-playing and group work to engage students. The role also includes offering counseling for the HSK exam, including mock exams and answering strategies. Student management involves tracking progress, offering personalized guidance, and maintaining communication with parents for feedback. Continuous improvement of teaching techniques and materials is based on feedback from students and parents.

**Chinese Language Teacher, Confucius Classroom at LRI International  
School|Nepal May,2019-Mar,2020**

The role involves teaching integrated Chinese language classes for students in grades 3 to 11, focusing on developing listening, speaking, reading, and writing skills. Methods such as oral practice, situational dialogues, and group talks are used to enhance communication abilities and self-confidence. The role also includes organizing student participation in Chinese language competitions, providing guidance for preparation, and fostering teamwork. Additionally, the role includes preparing students for the YCT and HSK exams by offering systematic coaching, mock exams, and teaching test-taking strategies. Responsibilities also include coordinating exam registration and providing feedback and study suggestions based on exam results.

**Guided Tours. Beijing Holiday Xincheng Travel Agency, Beijing, China  
Dec,2018-Feb,2019**

The role involves guiding tourists through Beijing's historical and cultural landmarks, such as the Forbidden City, the Great Wall, and the Summer Palace, providing detailed explanations of their history, architecture, and cultural significance. The guide also introduces local delicacies like Peking duck and Peking Opera. Travel itineraries are created based on tourists' needs and time constraints to ensure an efficient and enjoyable experience. Responsibilities include assisting with food, lodging, and transportation, managing the day-to-day operations of the tour, addressing any issues that arise, and maintaining communication with the travel agency to ensure quality service and customer satisfaction.

**Picture Story Teacher |Zhangjiakou Huangjia Kindergarten |Hebei,China  
Jul,2017-Oct,2017**

The role involves organizing interactive picture book story courses for young children, using engaging methods to help them read, comprehend, and express emotions. Extension activities like scene creation and verbal expression foster imagination and independent reading. Additionally, observation notes are written to document children's daily progress, capturing key moments in their development. As an Early Childhood Activity Planner, responsibilities include designing after-school programs such as handcraft workshops, outdoor activities, and interactive events. These activities aim to enhance children's creativity, social skills, and hands-on abilities. Regular feedback from parents ensures continuous improvement, creating a fun and educational environment for children's growth.

**EXTRACURRICULAR EXPERIENCE**

**President of the Association| Participation in the School Youth Volunteer  
Association Oct,2016-Oct,2018**

As President of the Association, I am in charge of the overall planning and management of the Young Volunteers Association, as well as coordinating team members to participate in various activities. Planning and hosting a variety of volunteer events, such as community service, environmental protection initiatives,

and so on, to increase the association's influence. Responsible for the daily management of the WeChat self-media platform, which includes publishing activity information, volunteer tales, and other content to increase the association's visibility and influence.

### **Chinese Language Teacher|Confucius Institute Headquarters**

**Mar,2019-Apr,2019**

Participate in the pre-service training course for Chinese language instructors organized by the Confucius Institute's headquarters to understand the theoretical and practical aspects of teaching Chinese. Master the fundamental principles and abilities of Chinese language teaching through training, as well as understanding teaching tactics in a variety of teaching circumstances. learn about cross-cultural communication and improve their abilities to teach Chinese language and cultural exchange in an international setting.

### **SKILLS**

Language: Mandarin(native),English(fluent),Spanish(communicate)

Software: Python,Maxqda24,