

SU HUANG

(347)863-7848

su.huang@stu.bmcc.cuny.edu

su.huang@swan-nyc.org

EDUCATION

Borough of Manhattan Community College

Major: Early Childhood Education-Prek

09/2019-08/2021

New York, NY

EXPERIENCE

Borough of Manhattan Community College

OER Project Assistant (Remote)

11/2020-08/2021

New York, NY

- Assist teachers in grading

Weng's Inc

HHA

08/2018-Present

New York, NY

- Take care of Patient at their home

Shuang Wen Academy Network

Teacher's Assistant

12/2017-03/2020

New York, NY

- Assist teachers in managing student
- Take care of students daily life and study
- Assist teachers to instruct the students in bilingual learning chinese
- Focus on the cultivation,safety and health care of children,and the cultivation of character habit
- Be familiar with the physical and psychological characters of children at all ages
- Be familiar with the teaching contents and requirements of all ages in school
- Children's teaching effect ang record

Yihe Spring Hotel

Team leader of Receptionist/ Front Desk

10/2015-01/2017

Guangdong, China

- Greeted customers/ hotel guests and directed them to appropriate hotel/spa area
- Operated cashier and handled money and spa tickets
- Received and made calls regarding customer questions and scheduled spa appointments
- Performed regular administrative duties including scheduling meetings, organizing documents, and closing out the cashier
- Manage the staffs' schedules

Flowerland Shop

Cashier/ Clerk

09/2013-07/2015

Guangdong, China

- Answered phone, managed orders, and received packages
- Communicated with customers to receive payment; also communicated with vendors to buy supplies for shop
- Packaged, wrapped, and arranged flowers and plants for sale
- Organized documents including monthly sales report

- Set up decorations and background for weddings and other events

SKILLS

- Proficient in Microsoft Office
- Fluent in speaking, reading, and writing Chinese (Mandarin,Cantonese) and English
- Skilled in flower arrangement and design
- Take good care of people

CERTIFICATES

- Mental Health & First Aid Training
- Child Abuse and Mandated Reporter Training
- New York State Education Department Approved Training in the Needs of Children with Autism Training
- Dignity Act Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention & Intervention (DASA) Training