

谷梦瑄/ Lisa

年龄：25岁

电话：159-6980-0837

学历：硕士

邮箱：gu.mengxuan@163.com

求职意向：留学/高等教育

现住：上海市



🎓 教育背景

2016.08-2020.08

美国内布拉斯加大学林肯分校

教育和人类科学学院-人类发展和家庭科学专业-本科

主修课程：青少年基本发展原理、应用社会情感发展与指导、人类发展与家庭、多元文化教育等

2020.08-2021.08

美国纽约大学(NYU)

斯坦哈特学院(教育、文化、人类发展)-国际教育专业-硕士

主修课程：双语多元文化教育、国际教育基础:教育研究的社会理论与启示、国际教育中的定量方法、国际教育定向研究方法、全球化和教育等

👜 工作经历

工作：

2022.09--至今

致极学院

教学管理中心课程管理老师

致极学院设置预科与大学(一年级)教学部,与旧金山大学(USF)、圣路易斯大学(SLU)等多个大学进行大一阶段通识类课程学分互认,完成学生留学预备阶段及大学一年级阶段教育。

主要工作：

- 1、配合完成策划和执行学院博雅论坛(学术讲座)、课程学术研讨会、专任教师学术会议、学分认定等本部门主持的学术活动及联动升学指导、新媒体、招生等部门协助策划执行夏令营、企业参访、社群调研等实践活动。
- 2、为学院境内外专任教师提供教学保障服务,适应在不同文化和课型(PBL项目式教学、翻转课堂、双师授课、密集授课等)下提供高质量服务,内容包括课程资料准备及教育技术保障、跟课服务、教学质量调研及反馈等。
- 3、先后担任六名学生IDP导师,围绕学生个人成长、学习情况等维度进行定期沟通,指导和督促学生制定和实施阶段性目标及协助学生规划个性化选课课程表和进行课程意见反馈等工作。
- 4、本部门行政管理工作,包括授课教师食宿行安排及费用管理、教育技术装备的维护和办公用品和教具的领用管理、流程制度的编制和精益工作复盘。

✍️ 个人优势

- 1、高中阶段赴美留学,硕士就读于纽大,对国际教育和多元文化的工作环境比较了解,已取得国际英语教师资格证书(TESOL)少儿阶及高阶证书、家庭教育指导师资格证、教师资格证等。
- 2、对待工作耐心细致,与人沟通真诚高效,适应跨部门沟通及多任务并行的工作状态。
- 3、对中外常用教育技术装备及软件的操作及维护比较了解,可维护保障研讨教室、录播教室、智慧教室、智慧实验室等授课环境和不同课型课程和学术活动。

Mengxuan Gu/ Lisa

Age: 25 years old

Phone Number: 159-6980-0837

Education Background : Master Degree Email: gu.mengxuan@163.com

Job Intention: Higher Education/ International Education

Address: Shanghai, China



Education Background

2016.08-2020.08

University of Nebraska Lincoln

College of Education and Human Science - Human Development and Family Science - Bachelor Degree

2020.08-2022.08

New York University

Steinhardt School of Culture, Education, and Human Development-International Education - Master Degree

Working Experience

Job :

2022.09--present

Arete College

Course Management of Teaching Center

The Academic College establishes a preparatory and freshman teaching department, collaborating with several universities such as the University of San Francisco (USF) and Saint Louis University (SLU) to mutually recognize credits for freshman-level general education courses. This facilitates students in completing the preparatory phase for studying abroad and the first year of university education.

Main Responsibilities:

1. Collaborated in planning and executing academic events hosted by the department, including the Liberal Arts Forum (academic lectures), academic seminars, conferences for both full-time and adjunct faculty, credit recognition, and coordinated with other departments for activities such as summer camps, corporate visits, and community research.
2. Provided instructional support services for both domestic and international full-time and adjunct faculty, adapting to different cultures and teaching methods (PBL project-based learning, flipped classrooms, Co-teaching, intensive courses, etc.). Services included preparation of course materials, educational technology support, class observation, teaching quality research, and feedback.
3. Served as an advisor for six IDP students, conducting regular communication around their personal growth and academic progress. Guided and motivated students in setting and achieving stage-specific goals, assisted in planning personalized course schedules, and collected feedback on courses.
4. Handled administrative tasks for the department, including arrangements for accommodation and travel expenses for teaching staff, maintenance of educational technology equipment, management of office supplies and teaching materials, and the development of workflows and continuous improvement reviews.

Personal Advantage

1. I studied abroad in the United States since my high school, and I earned my master's degree from NYU. With a solid understanding of international education and multicultural environments, I hold international English teaching qualifications, including TESOL certificates for both young learners and advanced levels, as well as certifications in family education guidance and teaching.
2. I approach work with patience and attention to detail, fostering sincere and efficient communication. I excel in cross-departmental collaboration and thrive in a multitasking environment.
3. I possess a comprehensive understanding of commonly used educational technologies and software both domestically and internationally. My expertise extends to operating and maintaining various educational tools, ensuring the smooth functioning of seminar rooms, recording classrooms, smart classrooms, and smart laboratories for diverse course types and academic activities.