RESUME - Your Name

# **Education**

Sep 1964 – Jun 1967 Beijing Normal University

Type of Certificate College Diploma

Field of Study Elementary Education

Location 123 Jianguo Road, Dongcheng District, Beijing, China

Sep 1961 – Aug 1964 No. 1 High School

Type of Certificate Highschool Certification

Field of Study General Courses

Location 123 Xisi Street, Dongcheng District, Beijing, China

Sep 1958 – Aug 1961 No. 2 Secondary School

Type of Certificate Secondary Certification

Field of Study General Courses

Location 123 Dongzhimen Street, Dongcheng District, Beijing, China

# **Employment Professional Experience**

Dec 2007 – Now Retired

Sep 1984 – Nov 2007 No. 2 Beijing Elementary School

Position Title: Elementary Math Teacher

Job Duties: 1) Prepare Math Courses Teaching Materials

2) Give Lectures to Elementary School Students

3) Assign Homework to Students

4) Review Homework and Give Feedback to Students

Location: No. 2 Xidamen Road, Xicheng District, Beijing, China

Aug 1983 – Aug 1984 Between Jobs and Stay at Home

Dec 1968 – Aug 1983 No. 1 Beijing Elementary School

Position Title: Elementary Math Teacher

Job Duties: 1) Prepare Math Courses Teaching Materials

2) Give Lectures to Elementary School Students

3) Assign Homework to Students

4) Review Homework and Give Feedback to Students

Location: No. 3 Xidamen Road, Xicheng District, Beijing, China

July 1967 – Nov 1968 Unemployed and Stayed at Home