

Cher Chen

CONTACT

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PROFILE

Operations professional with 10+ years of experience in teaching, coordination, administration, and stakeholder communication. Experienced in supporting daily operations, managing cross-functional collaboration, and solving operational problems. Strong English communication skills with experience working independently in remote support and consulting.

WORK EXPERIENCE

Guiyang Real Life English School - School Director's Assistant

2010 - 2024

Career Progression:

Teaching Assistant → Administrative Staff → English Teacher → Academic Supervisor → Academic Coordinator → School Director's Assistant

- Promoted through six progressively responsible roles over a 13-year career.
- Coordinated academic operations, administrative processes, and communication among teachers, parents, and management.

Guizhou Minerva Information Consulting Co., Ltd.- Education Consultant

2024- present

- Coordinated client communication, scheduling, consulting, and administrative support for education services.

Fande Education Consulting Studio-Founder

2025- present

- Built and managed an independent consulting service supporting international clients in China.
- Coordinated client communication, documentation, research, and operational processes.

EDUCATION

Bachelor's Degree, Chinese Language and Literature

2009- 2013

GUIZHOU education University

Received First-Class Scholarship. Served as a member of the University Youth League Committee.

SKILLS

- Operations Coordination
- Project Coordination
- Stakeholder Communication
- Cross-functional Collaboration
- Administrative Operations
- Problem-Solving
- Computer Literacy
- Critical Thinking
- Process Improvement
- Documentation Management

LANGUAGES

- English (B2/fluent)
- Chinese (native)