Man Ting Hui
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EDUCATION
Abraham Lincoln High School,San Francisco   ***Aug 2014 - Present***
Expected Graduation Date: May 2017
GPA: 3.49 Weighted

EXPERIENCE
Community Youth Center Young Adult Worklink Program (YAWL)
Participated in Job Readiness Training (Jan 2015 - June 2015)
Collaborated with peers to complete group projects and activities
Practiced and improved public speaking skills
Participated in time management,communication,and professionalism training workshops

Francis Scott Key Elementary School - San Francisco,CA
Intern (April 2015 - June 2015)
Coached and assisted the children to do homework
Guided the children to clean up
Supervised children
Maintained a safe environment for the children

San Francisco Public Library
Volunteered (May 2015 - June 2015)
Helper of the summer reading program, Summer Stride
Opened an account for kids who were interested in the program
Passed out raffles and stickers

Sunset Autumn Moon Festival
Volunteered (Sept 2015)
Blocked the street
Told the drivers another way to leave

Huada San Francisco Chinese Academy
Worked as a teacher's aide (Jan 2016 - June 2016)
Corrected homework and quiz
Took attendance

San Francisco Department of Elections Poll Worker
Worked in the presidential election as a poll worker (Nov 2016)
Attended one training class that explain Poll Workers duties
Set up the polling place and machines
Checked people's names in the rosters

Distributed ballots to registered voters
Closed the polling
Counted votes

School
Teacher assistant in Math Class (Aug 2016 - Dec 2016)
addressed the Math problem with students
clarified and guided students how to solve the Math problem
checked and edited group member's works
facilitated decision making

SKILLS
Computer: Microsoft Word,Microsoft Excel,Microsoft PowerPoint
Languages: Fluent in Chinese

ACTIVITIES
Ping-Pong (Sept 2010-April 2014)
communicated with people how to win a game
listened carefully to others
achieved to work hard,such as constant practice