



Kyle Grimes, M.Ed.

ENTREPRENEUR • EDUCATION PROFESSIONAL

CONTACT INFORMATION



+86-178-1777-0607



k_j_grimes@yahoo.com



[linkedin.com/in/kylejgrimes](https://www.linkedin.com/in/kylejgrimes)



kylegrimes

SKILLS

Curriculum Design & Assessment

Management & Leadership

Classroom Teaching

Human Resource Management

Microsoft & Apple Platforms

PROFESSIONAL QUALITIES

- ◆ Leader
- ◆ Well Organised
- ◆ Attentive
- ◆ Ambitious
- ◆ Patient and Understanding
- ◆ Analytical / Critical Thinker
- ◆ Dedicated
- ◆ Personable
- ◆ Strives for Perfection

EDUCATION

Master of Science - Psychology (M.Sc.) • Present

Birmingham City University

Major: Psychology

Master of Education (M.Ed.) • 10/2016

Concordia University - Portland

Major: Curriculum & Instruction - Methods in Curriculum

Bachelor of Science (B.S.) - Business Management • 8/2012

Philadelphia University

Major: Business Management • Minor: Law & Society

Diploma in Human Resource Management • 11/2020

Alison Learning

Diploma in Educational Psychology • 7/2020

Alison Learning

Certificate in TESOL • 10/2013

Global Leadership College

WORK EXPERIENCE

Manager of Academic & Support Services, Lecturer 6.2022 - Present

Melbourne Polytechnic (Fuzhou) • Fuzhou, China

- ◆ Manage and oversee the successful implementation of the Associate Degree and Vocational Diploma programs of Melbourne Polytechnic at our Fuzhou Melbourne Polytechnic (FMP)
- ◆ Spearhead initiatives for strategic improvements in areas such as academics, school policies, teaching quality, and company culture.
- ◆ Provide ongoing support for students, teachers, school leadership, and administration.
- ◆ Prepare and deliver various business subjects such as Entrepreneurship and Developing Sustainability Policies
- ◆ Modify and contextualize standard learning/teaching materials to better suit the needs of the students, as well as encourage engagement

Director of Education / CEO

12.2019 - 6.2022

Envisionist • Shenzhen, China

- ◆ Maintain high rate of client satisfaction by catering to their individual needs as an educational institution or company.
- ◆ Create, restructure, and improve educational programs and educational materials for educational institutions worldwide
- ◆ Create and provide top-quality professional development training
- ◆ Drastically improve school/teacher effectiveness by designing and conducting studies, analyzing data, and advising clients accordingly.
- ◆ Create Administrative/HR Materials (employee handbooks, employee evaluations, codes of conduct, fillable forms & templates, etc.)

CERTIFICATIONS

Trainer in Adult Education Certificate TAE40116

Melbourne Polytechnic • 9.2022

National Geographic Educator Certification

National Geographic • 12.2020

Transform Learning with Microsoft Teams

Microsoft Educator Center • 11.2020

Educational Psychology for Teachers and Trainers

Alison Learning • 7.2020

Working with Students with Special Needs

Alison Learning • 12.2019

Blended Learning Teacher Certificate

International Academy of Science • 7.2017

Management for a Competitive Edge

International College of Management • 3.2017

REFERENCES

Ann Zou

Program Coordinator

Shanghai University of Finance & Economics

P: +86-156-0178-9131

E: ann@easylanguagesc.com

Victoria Feng

Assistant Principal

Yinchuan Jingbo Middle School

P: +86-095-1618-0516

E: 515637608@qq.com

Lara Carlini

Art Teacher

Adnoc School

P: +27-65-713-0739

E: laralini@yahoo.com

Christen Donohoe

Homeroom Teacher

International School of Shenzhen

E: ccdohoe21@gmail.com

WORK EXPERIENCE

Head of English Program / Professor of English 9.2021 - 6.2022

Shanghai University of Finance & Economics (SUFU) • Shanghai, China

- ◆ Created and improved course curriculums and teaching materials on various courses such as Public Speaking, Business English, and ESL.
- ◆ Manage and mentor the English teaching faculty on effective curriculum implementation and teaching strategies, and using teaching/learning software
- ◆ Instruct students to master the English language in various contexts by conducting interactive and informative lessons, clear goals, and ongoing support

Academic Assistant / ESL Instructor 9.2018 - 12.2019

Vanke Bilingual School • Shenzhen, China

- ◆ Developed rigorous curriculums and guided the foreign teaching team on curriculum development and instructional strategies
- ◆ Advised and supported school leadership and HR on foreign business and education practices to ensure smooth cooperation between the foreign teaching team and the school.
- ◆ Minimized conflicts by reforming teacher contracts, creating a Student Code of Conduct, and creating an Employee Handbook
- ◆ Conducted teacher observations and delivered constructive feedback.
- ◆ Planned and taught high-quality ESL lessons to students in grades 1-4.
- ◆ Conducted parent-teacher conferences and 1-on-1 parent meetings as needed

Academic Director / Curriculum Designer 8.2016 - 6-2018

Yinchuan No. 2 High School (Moren Education) • Yinchuan, China

- ◆ Increased the overall education quality at the school by designing, implementing, and teaching top-quality, American-style curriculums with rigorous and challenging standards, including AP-level courses such as Psychology and English Literature
- ◆ Prepared detailed lesson plans following the learning outcomes defined in the curriculum, and designed and delivered engaging classes on a wide range of subjects.
- ◆ Implemented strategic change when necessary by collecting and analyzing data
- ◆ Boosted student success through interactive classes, extracurricular activities, guidance counseling, and assistance with future planning.
- ◆ Broke down cultural barriers and resolved issues through highly-effective communication and problem-solving techniques

Curriculum Designer / Teacher 11.2015 - 7.2016

Haimen No. 1 High School (Whitestone Academy) • Haimen, China

- ◆ Boosted academic scores of students by creating challenging curriculums, conducting ongoing studies, conducting teacher trainings, and compiling quality course materials.
- ◆ Promoted students' academic success through providing courses in SAT and TOEFL Preparation.
- ◆ Frequently counseled school leadership on all things regarding the international education program
- ◆ Organized and hosted various school-wide events including talent shows and English competitions.

Curriculum Designer / MMUN Instructor 9.2014 - 2.2015

Jiaxing West-Point Military Academy • Jiaxing, China

- ◆ Created and taught the Montessori Model United Nations program which prepares students to take part in the global debate competition MMUN
- ◆ Coached students on developing crucial skills such as debating, public speaking, critical thinking, conducting research, writing persuasive essays, formulating strong arguments, and assimilating in Western culture

Program Designer / ESL Instructor 5.2014 - 4.2015

DD Dragon • Hangzhou, China

- ◆ Created on-site and off-site programs and events where students were given the opportunity to practice and improve English communication skills learned in classes.
- ◆ Promoted quick advancement of English literacy by providing high-quality lessons to students ages 4-14