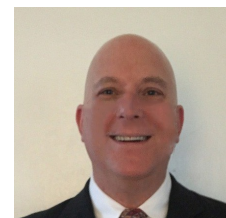


# Ted Lawrence Shelov, M.A.T.

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## Professional Experience

**上海舍洛夫信息咨询有限公司**      **Shanghai, China**      **Consulting and Education**      **Current**  
Shelov Partners: Business and Education Consulting  
In China and Internationally

**AMERICAN INTERNATIONAL SCHOOL**      **Shanghai, China**      **Computer Instructor**      **July 2018 – Present**

\* Teach all computer courses for Secondary students (Basic business/academic applications as well as web design and creation)

**LWS INTERNATIONAL SCHOOL**      **Shanghai, China**      **Head of English Dept.**      **July 2017 – July 2018**

\* Head of English Department – Hired, managed, and evaluated 15 teachers from several countries

\* Taught High School AP Composition and Literature courses

**SHANGHAI JIAOTONG UNIVERSITY**      **Shanghai, China**      **Full-Time Faculty**      **July 2016 – July 2017**

\* Taught graduate and undergraduate students at ParisTech Elite Institute of Engineering (SPEIT)

\* Developed curriculum and taught courses in TOEFL, Research, Speech, and more

**NORTHEASTERN UNIVERSITY**      **Shenyang, China**      **Full-Time Faculty**      **Feb 2015 – July 2016**

\* Taught Freshman & Sophomore Students through the Foreign Language Department

\* Taught newspaper analysis courses for the Software College

\* Worked as editor and researcher for the current Foreign Language Department's Massive Open Online Course (MOOC)

**UNIBRIDGE INTERNATIONAL**      **Shenyang, China**      **Part-Time Teacher**      **April 2015 – July 2016**

\* Taught IELTS, SAT, and TOEFL intensive courses to High School students accepted to British and American Boarding Schools for the next academic year

\* Taught various weekend courses in American Literature and survey courses in Science and Western History, Western Education and Culture

**ROGER WILLIAMS UNIVERSITY**      **Bristol, RI**      **Part-time Faculty**      **June 1999 – April 2015**

\* Computers and the Web

Creating Web Sites and Databases: HTML, CSS, ASP, PHP, Access, Dreamweaver, Expressions Web 4 (Access, Excel, Project - CIS 102; 3 units)

\* Computer Apps in Business

Microsoft and Adobe Applications (CIS 105; 3 units)

\* Intro to Spreadsheets

Introduction to Microsoft Excel; (CIS 101; 3 units)

\* Distance learning

Taught through the Internet (CIS 101, CIS 102, CIS 206)

**SHELOV PARTNERS**      **Providence, RI**      **Training/Consulting**      **June 1999 – Feb. 2015**

\* Various business projects

For example, Roger Williams University-School of Continuing Education – Created, maintained and taught the certification program - Microsoft Office Specialist (M.O.S.). This series of courses was offered to students, individuals, as well as organizations

**THE MET SCHOOL**      **Providence, RI**      **Advisor**      **August 2009 – July 2010**

\* 9<sup>th</sup> grade teacher / Advisor

Instructing Regular and Special Education students in all subjects  
Advisor to real world learning through internships

**RESILIENCY PREP SCHOOL**                      **Fall River, MA**              **Biology/Sped Teacher**              **Aug. 2008 – Aug. 2009**  
\*Data Action Team Member              Taught introduction to Biology, College Biology and Special Education to 8<sup>th</sup> – 12<sup>th</sup>  
\*Biology & Special Education Teacher              grade students. Member of a three person Data Action Team to collect data, design  
                                                                                                                                                                         database, and analyze district wide school retention rates

**STONEHILL COLLEGE**                                      **Easton, MA**                      **Part-time Faculty**                      **1996 – 2008**  
Computers for Business                      Computer hardware and software, MS Access; lecture and lab; (BA 105; 3 units)  
                                                                                                                                                                         Networks, Internet, databases (BA 307; 3 units)  
                                                                                                                                                                         Database design & implementation (BA 309; 3 units) & courses: Internet MS Office  
                                                                                                                                                                         Data Communications  
                                                                                                                                                                         Database Applications

**LEAD GENERATION**                                      **San Diego, CA**                      **Co-founder**                      **Jan 1992 – Jan 1998**  
\* Documented protocols for training and supervision.  
\* Designed sales and research processes through integrating software applications  
\* Hired, trained, and supervised staff of telesales professionals  
\* Designed and maintained customized databases for a wide-ranging client base as well as managed market research

**UNIVERSITY OF RHODE ISLAND**                      **Providence, RI**                      **Database Trainer**                      **1997 – 1998**  
\* Trained on the use of the RICLIST database (Rhode Island Children Information System)  
\* Trained diverse DCYF (Department of Children, Youth and Families) employees  
\* Developed training materials and taught MS Office applications throughout DCYF

**HEBREW REHABILITATION**                      **Boston, MA**                      **Computer Instructor, March 1995 - August**  
**1996 CENTER FOR AGED**                                      **Help Desk**  
\* Instructed (beginning, intermediate, advanced) using Microsoft, Lotus, and WordPerfect applications  
\* Established and maintained a help desk to support 200 clinical personnel

## Education

**Masters in Education (M.A.T., Special Education), Johnson & Wales University**  
May 2008

**JAPANESE MINISTRY OF EDUCATION (Sanuma, Japan - Teaching Fellowship)**  
Designed English language curricula to facilitate increased college entrance exam scores  
August 1987 - August 1988

**B.A. Comparative Literature, San Diego State University**  
Also awarded graduate level certificate in linguistic studies  
January 1984

**Research Scholarship, Wuhan University - People's Republic of China**  
January 1984 - 1985 and August 1991 – January 1992

**San Diego State University Department of Asian Studies**  
Completed course work for Master's degree in Asian Studies  
June 1990