

JONATHAN A. ELLIS

(951) 241-1177
jonaellis@gmail.com
Banning, CA

EDUCATION

Oakton Community College *Illinois, USA* **2004**
Social Sciences

- Relevant Course-Structure: Social Research, Sex and Gender Studies, Contemporary East-Asian Studies, Chinese

Southern Illinois University *Southern Illinois, USA* **2003**
Anthropology

- Relevant Course-Structure: Anthropological Linguistics, Origins of Civilization, Application of Social Theory, Race & Human Variation

EXPERIENCE

BOSE Corporation *Cabazon, California* **February 2018 – Current**
Sales Specialist

- Established a knowledge base of all Bose equipment, current and past.
- Explaining to customers industry standards and their relationship to our equipment per their needs.

Big Bear Baked Goods *Beijing, China* **February 2013 – January 2018**
Owner / Baker

- Setup delivery systems to through a number of client databases in both Chinese and English.
- Created a customer pipeline using Google analytics that worked with Baidu.
- Setup and installed POS systems that worked in both Chinese and English that sent data from localized apps to third party analytic systems.

M.E. Consulting *Beijing, China* **May 2013 – December 2017**
Owner and Consultant

- Initializing first contact of potential clients.
- Building structured marketing plans that are custom to the client.
- Synergizing local and relevant business to maximize on effectiveness.
- Custom tailoring of training plans for restaurants, bars, and hotels.

VIPKID *Beijing, China* **July 2016 – July 2017**
Curriculum Developer / Project Manager

- Collaborated with fellow team-members to write and edit content for children's online learning materials.
- Lead development of projects ranging from database initialization to media marketing.
- Incorporated in new startup within VIPKID – SAYABC, as a project manager.
- Created a custom CRM tailored to three-stage system of development with SAYABC.

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The Hatchery

Beijing, China

December 2015 – July 2016

Baker

- Setup and built out the Hatchery's bakery.
- Researched and developed an assortment of recipes for The Hatchery.
- Worked with The Hatchery to develop sales channels using a CRM and marketing for both Big Bear Baked goods and The Hatchery.
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Wall Street English

Beijing, China

January 2010 – March 2013

Foreign English Teacher

- Teaching and evaluating students.
- Creating and supplementing materials needed for classes and individuals.
- Utilizing the "Flex" and other Wall Street Institute systems to better educate students.

Earth Studios

Beijing, China

September 2008 – February 2009

Production Manager

- Coordinated of meetings and events.
- Created professional presentations and proposals using mixed media.
- Hiring and managing staff of creative designers and assistants. Setup the office infrastructure for computers and all digital means.
- Meeting with clients and setup correspondence.

MEG Bilingual Kindergarten

Beijing, China

August 2007 – August 2008

Foreign English Teacher

- Curriculum development.
- Teaching phonetics and grammar.
- Class policy regulation.
- Learning and application of *Fingerprints* curriculum.

Evanston Northwestern Hospital

Chicago, USA

April 2005 – August 2007

Unit Secretary and Liaison

- Coordination of non-clinical duties by facilitating patient care activities on the patient care unit.
- Being responsible for organizing and prioritizing the daily routines effecting patient movement throughout the system.
- Being responsible for greeting and assisting visitors and hospital personnel in a professional and courteous manner.
- Handling verbal and written communication: receives, screens, and refers urgent calls and/or situations to the proper personnel.

SKILLS AND QUALIFICATIONS

- **Microsoft Office:** Word, Excel, PowerPoint, Publisher
- **Adobe:** Illustrator, Photoshop
- **Languages:** Chinese (Intermediate), English Native
- **Certifications:** EMT (Emergency Medical Technician) Certificate from Weiss Hospital (2007), CPR (Cardiopulmonary Resuscitation) and AED (Automated External Defibrillators) certificate by the National Heart Association (2007)

VOLUNTEER

- Participation and rapporteuring at the IRDR (Integrated Research on Disaster Risk) Conference 2011, (China) (www.irdrinternational.org)
- Attending community development project , 2006 (Accra, Ghana)
- Volunteering on a service project for the Bahá'í Faith, teaching children's classes and meal preparation, 2003 (Belize)
- Committee member for Youth Sessions at the Bahá'í Greenlake, WI. Conference, 2002-2007, (Greenlake, Wisconsin)