

# Nancy A. Hsu

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## PROFILE

A committed CDS faculty member and parent dually devoted to the mission of the school and the spirit of the International Baccalaureate program. Recognized as a detail-oriented and resourceful professional able to solve problems and work in a diverse team environment with key strengths in:

- Clear and effective communication
- Process and procedures
- Metrics gathering and management reporting
- Management of multi-party relationships
- Adapting to new situations and environments

## PROFESSIONAL EXPERIENCE

### **Carrollwood Day School, Tampa, FL**

*IB Diploma Programme Coordinator, Upper School*

August 2017-Present

- Implemented new programming around the IB DP Core: Extended Essay & Creativity, Activity & Service and fulfilled the roles of Extended Essay Coordinator & CAS Coordinator.
- Expanded use of data metrics for IB Diploma results to inform and refine teaching practice and program delivery.
- Partnered with the Head of School and Director of College counseling to implement multiple pathways to graduation while maintain a high emphasis on the full International Baccalaureate pathway.
- Created an accountability structure for IB students to help keep them engaged and on track while also providing additional transparency to parents throughout both junior & senior years.
- Collaborated with the MYP Coordinator to expand & deliver the information sessions for families related to IB curriculum and the DP process at CDS.
- Heightened the presence of CDS in regional IB events through participation in FLIBS quarterly meetings, IB trainings and Director's forums.

### *French Teacher, Middle School / Upper School*

February 2012-Present

- Instructed multiple levels of French ranging from MYP Years 1-5, DP Standard & Higher Level and DP Ab Initio.
- Established a branch of the French Honor Society (Société Honoraire de Français).
- Participated as Co-leader of the annual TEDx event and served as Speaking Coach for student speakers.
- Served as faculty liaison for the Toastmaster International Youth Leadership Program & Gavel Club.

### **Citi, Tampa, FL**

January 2004 – July 2009

*Program Manager, Global Procurement*

- Lead a team of six individuals with duties that included delegating daily workload and assignments, developing and performing team training and coaching, supervising day-to-day team operations, and evaluation of individual team members for performance appraisals.
- Created and implemented new procedures for the team eliminating bottlenecks and inefficiency and ensuring the process deadlines are met for the incoming volumes and the requirements of the department.
- Researched and processed supplier information and business requests, while acting as a customer relations resource for businesses to receive accurate and updated communication.
- Prepared status reports and metrics for management based on team process and quality of work.
- Addressed high-profile issues that require sensitivity to the team, business and organizational environments.

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**Intercultural Management Institute**, Washington, DC August 2002-June 2003  
*Graduate Assistant, Conference Support & Cross-cultural Services*

- Decreased data entry and processing time for contact and logistical information by conceiving and implementing a new database system to comply with current software applications.
- Provided logistical, data & curricular support for workshops and conferences including scheduling, materials production, on-site coordination and methodical follow-up.

**Technology and Management Services**, Gaithersburg, MD July 2001-September 2002  
*Analyst for United States Department of Energy, Washington, DC*

- Designed and operated databases for tracking correspondence and for renewing the National Petroleum Council's 170 members creating more concise methods of information extraction.
- Successfully planned 3 public forum meetings coordinating schedules and travel, negotiating hotel and meeting room pace, facilitating on-site support with a team of 2 and working with this team to compile data from the reports into Strategic Review documents.

## EDUCATION

**American University**, Washington, DC  
*Masters of Arts, International Communication*

**Eckerd College**, St. Petersburg, FL  
*Bachelor of Arts, International Relations and French (High Honors)*

## IB TRAINING & EXAMINATION

IB Ab Initio (online)	September 2012
IB MYP Language Acquisition Pilot Project	September 2012
IB DP Teacher Training, Category 2: Language B (French)	June 2013
IB MYP Professional Development Workshop, Category 2: Language acquisition	May 2016
IB DP Coordination	December 2017
IB DP Creativity, Activity & Service	June 2018

## CERTIFICATIONS

Certified Instructor, Music Lingua	January 2012
Competent Communicator, Toastmaster International	December 2016
Google Certified Educator Level 1	June 2016

## MEMBERSHIPS

American Association of Teachers of French (AATF) January 2013-December 2019

## CONFERENCES

Mastery Transcript Curriculum (MTC)	2019
Florida Council Independent Schools (FCIS)	Annually
FLIBS Directors' Forum	February 2020
National Association of Independent Schools (NAIS)	February 2020