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**Objective:** An English teaching position at an educational institute

**Education:**

**Bachelor of Arts in English**, Saint Louis University, Baguio City - March 2004

* with major units in Mass Communication
* with special units in Education

**Professional Examinations:**

1. Career Service Professional (Civil Service)Examination, October 2004: passed
2. Licensure Examination for Teachers (Secondary Level), August 2005: passed
3. TOEIC, April 2012 – Total Score: 960 ; Speaking: 190

**Professional Experience:**

1. **IELTS Subject Head**, Monol International Education Institute,July 2008 – Sept.2010

**Duties:**

* Managed and directed IELTS teachers.
* Trained and coached teachers to achieve better scores and advised them on classroom teaching strategies.
* Coordinates with the Head Teacher for all the academic matters.
* Classroom observation and provided monthly evaluation for each teacher.
* Conducted monthly IELTS examinations for teachers.
* Facilitated monthly mock tests for students.
* Created reading, speaking and writing modules for the IELTS beginner level.
* Researched and compiled materials for IELTS tests and teaching tips.
* Drafted the monthly schedule for teachers and students.
* Counseling students on academic issues and life in general.

1. **Grammar Subject Head,** Monol International Education Institute, 12/2006 – 1/2009

**Duties:**

* Managed and directed Grammar teachers.
* Trained and coached teachers to improve their grammar and pronunciation and advised them on classroom teaching strategies.
* Coordinates with the Head Teacher for all the academic matters.
* Assisted in the hiring process by conducting panel interviews with other subject heads.
* Classroom observation and provided monthly evaluation for each teacher.
* Developed Grammar modules.
* Researched and compiled materials for Grammar exercises and tests.
* Conducted Grammar and Speaking placement tests for new students.
* Designed and conducted monthly Grammar tests for teachers.
* Counseling students on academic issues and life in general.

1. **ESL Teacher,** Monol International Education Institute, July 2005 – Sept. 2010

**Duties:**

* Taught all areas of the English language: speaking, listening, reading, writing, grammar and pronunciation.
* Actively participated in professional trainings and seminars that the academy provided.
* Participated in extra-curricular activities for students and teachers.
* Substitute for absent teachers.
* \* Always ranked in the top 10 among all teachers.

1. **College Instructor,** Saint Louis College, San Fernando City, June to October 2004

**Duties:**

* Taught 3 courses: English Grammar (4 classes), Essay Writing (2 classes) and Philippine Literature (1 class)
* Conceptualized weekly lesson plans
* Designed tests for each course and administered them.
* Researched and compiled teaching materials for each course.
* Actively participated in professional trainings and seminars.

**Related Experience:**

1. **Volunteer English Teacher**, 푸른 시민 연대, April to May 2012
2. **Online English Teacher,** Seoul, November 2010 – January 2011
3. **Room Teacher Coordinator**, Monol Int’l Education Institute, Nov. 2008 – July 2010
4. **End-of-Term Activity Organizer,** Monol Int’l Educ. Institute, June & August 2009
5. **Private English Tutor for Koreans,** Baguio City, Nov. 2004 – July 2005