**MARY**

Mary.353747@2freemail.com

* **PROFILE:** FEMALE

SINGLE

36 YEARS OLD

* **NATIONALITY:** FILIPINO
* **CURRENT LOCATION:** DUBAI, UAE
* **LATEST JOB POSITION:** OFFICE-BASED ENGLISH TEACHER
* **COMPANY:** ON DEMAND ENGLISH INNOVATION/51 TALK
* **SALARY EXPECTATION:** NEGOTIABLE

**WORK EXPERIENCE:**

* **ON DEMAND ENGLISH INNOVATION/ 51 TALK COMPANY**

**Baguio City, Philippines**

 Office-Based English Teacher

April,2016-March,2017

This company is the best and largest professional and online school in China. It specializes in providing quality online English training to Chinese students in different territories like Hong Kong, Mainland China and Taiwan.

My duties and responsibilities included:

* Attending different trainings aimed at keeping teachers updated with the different platforms to provide the clients quality learning.
* Soft selling to encourage the students who try free trial lessons to enroll at 51 Talk; thus, helping bring in money to the company.
* Multi-tasking such as, but not limited to; assessing the students’ level and proficiency, forwarding online reports or concerns to the main office in China, making a lesson memo, and recording the lesson within the allotted free trial lesson or regular lesson time.
* Keeping up with the latest material updates as lesson materials are constantly updated.
* Dealing with the customers and treating each as a potential enrollee.
* **MG’S DIRECT SELLING AND DRY GOODS**

**Baguio City, Philippines**

 Business Entrepreneur/Self-employed

 July,2011- April 2016

 This is a business engaged in the direct sales of apparels, cosmetics and

 home appliances.

* **SELF-EMPLOYED AS A PART-TIME ONLINE PRIVATE ENGLISH TUTOR**

 August ,2011-January,2017

 My duties and responsibilities included:

* Preparing lesson materials and planning teaching strategies that are customized to the students’ learning styles and level.
* **WORLD LEADER’S ENGLISH ACADEMY**

**Baguio City, Philippines**

 June, 2009- August, 2011

English as Second Language Teacher (Online and Face to Face)

* Teaching the 4 macro English skills.
* Teaching IELTS and TOEFL to students.
* Making teaching guidelines handbook for newly hired teachers.
* **JKG Online Tutorials**

Baguio City, Philippines

 June-September,2009

 Duties and responsibilities:

* Teaching Korean students online.
* **THE UNITS**

**Tuba, Benguet, Philippines**

 ESL TEACHER

May-June,2009

 My duties and responsibilities included:

* Teaching ESL to Korean students.
* Maintaining passing student evaluation.
* **BLUE AND BEYOND ENGLISH ONLINE CONSULTANCY**

**Baguio City, Philippines**

 February-May,2009

 Duties and Responsibilities:

* Transcribing lesson recordings.
* Teaching English to Koreans online.
* Keeping with high teaching standard required by the clients and administration.
* **A PLUS ADVANCE SCHOOL OF ENGLISH**

**Baguio City, Philippines**

 March,2008- February,2009

 Duties and Responsibilities:

* Teaching TOEIC group class.
* ESL particularly the 4 macro skills.
* Making customized lesson plans for each student.

 Awarded: Best Teacher for April and May 2008 program.

* **HELP ENGLISH INCORPORATED**

**Baguio City, Philippines**

 December,2005-February,2008

 Duties and Responsibilities:

* Developing Teacher’s and Students’ Handbook.
* Constantly maintaining excellent student evaluation.

 **AWARDED: Best Teacher for February 2008 Program**

* **MONTICELLO INTERNATIONAL COLLEGE**

**Baguio City,Philippines**

 January-February,2004

 Duties and Responsibilities:

 Teaching ESL to students to winter camp student.

* **KIAT-ONG AND PABLITO LAW OFFICE**

**Baguio City,Philippines**

 On the Job Trainee

* Serving summons upon the lawyers’ directies.
* Drafting legal documents.
* Typing legal papers.
* Receiving clients in the office.

**EDUCATION:**

**POST-GRADUATE:**

 Bachelor of Laws and Letters

 2005-2007

 University of Baguio, Baguio City

 Philippines

 2002-2005

 Saint Louis University

 Baguio City, Philippines

**UNIVERSITY:**

 Bachelor of Arts major in Political Science

 1997-2002

 Saint Louis University

 Baguio City, Philippines

 Professional Education Units

 2001-2002

 Saint Louis University

 Baguio City, Philippines

**Certificates/License:**

Civil Service Career Professional License

Rating: 85.14%

**Languages:**

English, Tagalog/Filipino

 I do hereby certify that the above given information are true to my knowledge and belief.