Annabelle

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 Email: Annabelle.369388@2freemail.com

**Objective**

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Seeking an opportunity in an environment where abilities to motivate and establish rapport are seen as vital for the teaching and studying processes; to put to good use my love of children and dedication for teaching.

**Professional Summary**

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* Passionate teacher with more than 10 years as an accomplished educator for both primary and secondary students who cares deeply about their success
* Creative lesson planner who excels at motivating and inspiring students
* Committed to keeping parents and guardians involved in students’ education
* Coordinates with administrators, families and students to help students reach their full potential

**Key Skills and Core Competencies**

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* Good communicator
* Mature, patient, responsible and positive attitude.
* Approachable - Good listening skills.
* In depth knowledge of team-teaching.
* Hands on experience in creating lesson plans and curriculum development.
* Ability to establish discipline and order.
* Passionate and energetic.
* Ability to create an effective teaching method.

**Education**

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***Postgraduate***

Tarlac State University - Tarlac City, Philippines

Masters of Arts in Education, Major in English (39 units)

Passed Comprehensive Exam

On Going Thesis Writing

***College***

Tarlac State University - Tarlac City, Philippines

Bachelor in Secondary Education, Major in Mathematics

June 1996 - April 2000

*Passed the Licensure Examinations for Teachers (LET)*

***International Training Certificate***

Teaching English to Speakers of Other Languages (***TESOL)***

TESOL ASIA, Clark Pampanga

Completed March 2017

 Coursework includes Second Language Acquisition Principles, Task-Based Teaching Approaches, Teaching Grammar, Teaching Pronunciation, Error Correction in ESL Teaching, Student Assessment, Lesson Planning, Methodologies in TESOL, Teaching Listening, Speaking, Reading and Writing Skills (Macro-Skills), Teaching Business English and Instructional Materials Development

 Direct Training on “Teaching Grammar” received from Dr Rod Ellis.

**Employment Experience**

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***ESL Teacher and Program Head***

July 2016 - Present

English Clinic - Bitbora International School

Porac, Pampanga, Philippines

* Planned, prescribed, and prepared the curriculum, modules, materials, tours, and over-all program for group of young to adult Koreans.
* In-charge of selection, training, scheduling, and supervising of teachers.
* Responsible for managing teachers and setting policies of the center.
* Addressed all aspects of communication through appropriate instruction that develops each student’s ability to read, write, speak, and listen in the appropriate content area.
* Developed and delivered lesson plans that utilize a broad range of appropriate teaching techniques and strategies.

***Teacher*,** Sept. 2012- Mar 2015

Westfields International School

Angeles City, Pampanga, Philippines

* Assigned to teach English as a Second Language (ESL), Mathematics, Geometry and Social

Studies to upper primary.

* Planned and instructed each subject area using wide variety of teaching aids, motivational and

implementation strategies to engage students in active learning.

* Also served as a tutor in upper primary in all subjects after school hours.
* Served as an adviser and conducted Parent-Teacher conferences regularly.

***Data Management*,** Jan 2010 – Jan 2012

Singapore Airlines Engineering Company / Panasonic Avionics

Changi Airport, Singapore

* Performed the vital task of entering important information present on papers, documents and feeds it into the computer, in specific data fields or disks for subsequent entry.
* Compile, sort and interpret the accuracy of data before it is entered.
* Keep a record of the activities, reports and projects which have been already completed.

***Teacher*,** Aug 2008 – Jan 2010

Kids Millennium Learning Centre

Blk 249 Jurong East, Street 24 #01-06 Singapore 600249

* Appointed as Tuition Teacher for Primary students in English, Mathematics and Science.
* Taught Mathematics to students of Secondary 1 and 2.
* Served as a Teacher for Kinder 1 and 2 and Primary 1 Phonics and Reading.
* Performed the duty of Before and After School Care Teacher.

***Teacher*,** Jun 2004 – Mar 2007

Unida Nehemiah Christian Academy

Noveleta, Cavite, Philippines

* Taught wide range of subjects to as many as 30+ students per class in both primary and secondary level.
* Created classroom environment that was stimulating, encouraging and adaptive to students’ needs.
* Served as an adviser and conducted Parent-Teacher conferences regularly.

***Teacher***, May 2002 – Apr 2004

Montessori Filipino Child Research Center

E. Abada St. Diliman, Quezon City, Philippines

* Utilized comprehensive mix of class instructions and assignments to enhance primary students’ interest.
* Effectively resolved personality conflicts; maintained high levels of students’ discipline.
* Served as an adviser and conducted Parent-Teacher conferences regularly.

***Teacher***, Apr 2001 – Apr 2002

Marian School of Quezon City

Sauyo Road, Novaliches, Quezon City, Philippines

* Handled both secondary and primary levels for Mathematics and Science subjects.
* Developed informative course materials, powerful teaching strategies and exciting lesson plans.
* Encouraged students to participate in class discussions and projects, enhancing overall learning experience.
* Monitored students to maintain discipline and promoted atmosphere conducive for learning.
* Served as an adviser and conducted Parent-Teacher conferences regularly.

***Tutor***, Jun 2000- Mar 2001

G-FARLL Tutorial and Review Center

De La Paz, Pasig City, Philippines

* Taught Mathematics, Science and English subjects for secondary and primary levels.
* Utilized one-on-one strategies to improve students’ performance and to boost utmost potentials.

**Personal Information**

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**Nationality**: FILIPINO

**Date of Birth**: 25 June 1979

**Religion**: Muslim Convert

**Height:** 5’3’’ **Weight:** 110 lbs

Character References will be furnished upon request.