

MARIVIC CRUZ GALLEGO

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Summary of Qualification:

- * Graduated with satisfactory grades with the degree of Master of Arts in Education
- * Graduated with satisfactory grades with a degree in Bachelor of Arts, Major in English
- * More than 10 years of experience in teaching foreign nationals on all levels in regular schools and private schools.
- * An enthusiastic, caring person who believes that people thrive in a working environment that is stimulating, comforting, and appropriate to their abilities.
- * Proven ability to work in chaotic situations and still maintain a sense of humor and professionalism.
- * Commended for excellence in innovation, creativity, organization and proactive talents.
- * Exceptional ability to establish instant rapport with people based on outstanding communication skills.

Employment History:

Lecturer in English and Business

Paragon International University, Cambodia

No: 8, St: 315, Boeng Kak 1, Tuol Kouk, Phnom Pehn, Cambodia

April 5, 2019 – Present

- Currently teaching English and Business classes online (Blended Learning)
- Responsible in preparing lesson plans, teaching and recording online sessions at the University's classroom system.
- Monitors and evaluates students' performance daily or weekly.
- Prepares and prints exams.
- Invigilate midterm, final examinations, and Ministry Entrance and Exit examinations.
- Proofread students' thesis.
- Occasional assistant to my department director.

Middle School English Teacher

Global Assessment Certificate (American Programme)

Dongying No. 1 Middle School International Department Shandong China
September 2018 – January 2019

- Taught 10-25 middle school students;
- English conversation, writing and listening with the use of teaching modules;
- Evaluated speaking, grammar and listening abilities of students;
- Conducts monthly assessment events in Listening and Speaking and Reading and Writing;
- Hosted Halloween and Christmas Program;
- Lectured “Learning English” to 200 Grade 10 students;
- Judged students’ English Speech Competition

Award: Most popular teacher December 2018

Programme Foundation Teacher/Assistant Manager

International Institute of Business and Technology (Australian Programme)

Anhui Economic and Management Institute/ Anhui College of Art and Music
Hefei, Anhui China
September 2010- August 2018

- Taught Chinese College students English Speaking, IELTS Speaking and Writing, Professional Communication and Business English in different levels;
- Recruit foreign teachers;
- Assisted and observed new teachers’ classes;
- Organized indoor and outdoor activities (ECA);
- Made students end of semester Academic and Behavioral reports;
- Attended IIBT yearly Strategic and Development seminars;

Award: Most popular teacher

ESL Teacher

Web English International

Hefei, Anhui China

September 2009 – August 2010

Job description:

- Taught English Speaking and Business English to private and salon classes;
- Conducted daily English to corner;
- Evaluated students’ monthly speaking tests;

- Hosted ECAs

Award: Most popular teacher (4 consecutive months)

ESL Teacher

Joy Children's ESL School

Hefei, Anhui China

September 2008 - August 2009

Job description:

- Taught primary to high school students English Speaking and Writing;
- Made daily lesson plans;
- Facilitate examinations;
- Attended weekly training;

Manager

A's Online Tutorial Institute

Taiwan (Main Office)

February 2007 – December 2008

Job description:

- Prepared the payroll of teachers and made reports about daily, weekly, and monthly company expenses;
- Online assistance on English proficiency test (TOEIC, IELTS and TOEFL);
- Performed administrative and HR functions such as interviewing applicants,

training new teachers, etc.

- Fixed teacher's schedule;
- Developed the curriculum and teaching methodologies used in the company;
- Conducted monthly meeting for teachers;
- Evaluated teachers and students;

ESL Teacher

The Units English Tutorial Institute

Pico, Chinese Subdivision Baguio City, Philippines

May 2007 – January 28, 2008

Job description:

- Taught English conversation, speaking and writing, movie class, and different subjects to Korean adult students;
- Made monthly examinations;
- Made weekly evaluation reports;
- Hosted monthly program.

English Teacher

Academia de Sophia International (*formerly* Touch International School)

South Drive, Baguio City

February 2006- April 2007

Job description:

- Facilitates English conversation, screen class, English speaking, writing and listening;
 - Provides learning environments that enhance the development of listening, speaking, reading and writing skills on non-native speakers.
 - Pronunciation, sentence construction and English patterns
 - Vocabulary and usage
 - Daily, weekly, and monthly evaluation
 - Reports attendance and complete and submit all required data and accountability documentation in a timely manner.
 - Provides instruction that enhances the development of language fluency and self-esteem of learners.
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Skills and Interests:

- Computer savvy
 - Health and Fitness
 - Book and movie reviewing
 - Travelling
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Educational Background:

TESOL Certified – Canada College 2007

Master of Arts in Education – Benguet State University, Philippines 2007

Bachelor of Secondary Education – University of Cordilleras Philippines - 2003

Personal Profile:

Birth date: April 20, 1981

Religion: Catholic

Citizenship: Filipino

Civil Status: Separated

Eligibility: Career Service Professional

Character Reference:

***Anthony Smith- Professor, Lawyer**

IIBT, Harrogate University UK
Relationship: Colleague
Contact: chinastrategy@asia.com

***Lachlan Easom**

Academic Manager, EAP Professor
Hangzhou High School International Division, China
Relationship: Former Manager/colleague
Contact: lockyeasom@gmail.com

***Jenny Xu**

Director, IIBT Perth Australia
Relationship: Former Employer
Contact: Jenny.xu@dkinternational.com.au