

EXPERIENCE

Academic Director/ Chief IELTS lecturer/ Proprietor **2009 to May 2011**
Acme Review and Tutorials, Cagayan de Oro City, Philippines

- As an academic director I prepare modules and schedules for the sessions
- As a Chief IELTS Lecturer I train students to prepare and pass the IELTS (International English Language Testing System) exam. So far I maintained a high pass ratio of 100% to 90% every exam.
- It is also my responsibility to enhance the students skills in listening, reading, writing and speaking by conducting 2 hour lectures per skill, evaluating their performance through mock exams, interviews and writing consultations.
- Another responsibility is to offer English Proficiency courses to those who need extra enhancement in the English Language. Lessons are patterned out from ESL classes stressing into core skills in grammar, pronunciation and composition.
- As a proprietor I oversee the development and monitor administrative dealings from advertising, finances to maintenance.

Freelance Composer **2009 to present**

- As a freelance composer the main responsibility is to produce radio jingles and radio ads for local companies by composing the lyrics and the beats for each project. All of the projects have undergone airplay In local radio stations in the city.

Part time IELTS instructor **2007 to 2009**
Delta Training and Review Center, Cagayan de Oro City, Philippines

- Responsibilities cater to teaching IELTS modules with emphasis on the required fields on speaking, reading, writing and listening for those who are enrolled in the center in preparation for the IELTS exams. Other tasks include one to one speaking tutorials and advertising conceptualization and production.

Freelance Web Content Writer **2007 to present**

- The main task is to produce 300 to 500 word articles (50 articles per week) on different topics assigned for web content from international clients.
- For SEO articles, keyword density and the use of keywords are formatted properly to improve ranking of a site in search engines.
- Aside from content writng other responsibilities included blog and article writng, article submission and article rewriting.

English/ Gen Psych. Teacher **Jun. to Oct. 2007**
Vineyard International Polytechnic College, Cagayan de Oro City, Philippines

- Handled English grammar and General Psychology classes for 1st year college students

Full time English Teacher **Jun. to Dec. 2006**
Rosevale School, Cagayan de Oro, Philippines

- Handled grammar and literature classes in Grades 4 and 5 and the First year and Second year High School levels.
- Moderator, layout artist and editor of The Conch, the official school publication.
- Organized a band from the high school to perform in special gatherings.
- Handled art tutorials for Korean preschool and primary students.
- Designed bulletin boards, tarpaulin and streamers for the school.
- Edited and remixed songs for the cheer dance competition of the school.

Full time High School English Teacher **2004 to 2006**
Corpus Christi High School, Cagayan de Oro, Philippines

- Handled grammar and Philippine Literature classes for the first year level and Research and Term paper writing, Shakespeare and English Literature for the fourth year level.
- Moderator of the Corpus Christi Drama Guild.
- Moderator and founder of the Corpus Christi Band Society.
- Designed stage back drops, bulletin boards, and t-shirts for school activities.

Content Writer **Oct. to Dec. 2005**
Harvestseo, Cagayan de Oro, Philippines

- Produced written content through research on assigned topics.

Marketing Staff **2003 to 2004**
Ororama Chain of Stores, Cagayan de Oro, Philippines

- Implemented storewide promotions such as: Summer Fun Getaway, Kanta Ok! Videoke Challenge and Pants n' Paints, which was the first art contest of its kind.
- Took charge of the logistics and aesthetic improvement of the three branches of the store around the city. The scope of work ranged from conceptualization,

development and end product of designs including store posters, flyers, streamers, wobblers and similar products.

Part time English Instructor
Xavier University, Cagayan de Oro, Philippines

Jun. to Oct. 2002

- Handled Grammar, Public speaking and Humanities classes for undergraduates.

Actor/ Designer
Kalambagohan Repertory, Cagayan de Oro, Philippines

Jul. to Dec. 1999

- Played a major role in a local play entitled Bitoon sa Amihanan
- Designed and made costumes and props for the above mentioned production.

RELEVANT INTERESTS/ SKILLS

Computer skills

- Above average knowledge in Adobe Photoshop
- Above average knowledge in Coreldraw
- Above Average knowledge in Microsoft Office programs (Word, Powerpoint, Excel)
- Average knowledge in Adobe Audition and Fruity Loops

Communication Skills

- Fluent in both oral and written forms of the English Language
- Above average content and article writing skills
- Average editing and proofreading skills

Interests

- Drawing, designing, writing poems and stories, songwriting, acting.

EDUCATION

Certificate of Teaching
Mindanao University of Science and Technology

March 2008

Professional Education
Mindanao University of Science and Technology

March 2007

Bachelor of Arts Major in English Language and Literature Studies
Xavier University Ateneo de Cagayan

March 2002

SEMINARS ATTENDED

Participant: IELTS Trainers' Workshop Dynasty Courts Hotel, Cagayan de Oro City, Philippines	2010
Participant: Seminar on Dynamic Teaching. Xavier University High School	2005
Participant: Teaching English Language, Literature and Humanities,. Xavier University	2001.
Participant: English Language Teaching Methodology and New Directions Xavier University	2000.
Participant: Trainors Training Broadcasting Seminar Oro Youth Center Cagayan de Oro City	1999
Participant: Carlos Palanca Creative Writing Seminar. , Xavier University	1998

LICENSES AND ELIGIBILITY

- IELTS passer
- Licensed teacher
- Civil Service eligible

REFERENCES

Available upon request