



Jennifer Capacio Dumaguing
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Professional Summary:

- Dedicated, resourceful, and goal-driven professional with a solid commitment to the social growth and development of every individual.
 - Accommodating, versatile individual, aptitude to remain flexible, ensuring that every task is well addressed to.
 - Superior interpersonal and communication skills to foster meaningful relationships with colleagues.
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Education:

- Masters in Management
Southern Leyte State University
(earned 18 units - on going)
 - Bachelor of Science in Tourism (General Course)
University of San Jose-Recoletos, Cebu City
June 1997-October 1999
 - Bachelor of Science in Commerce, Major in Business Management
Xavier University (Ateneo de Cagayan), Cagayan de Oro City
(1996-1997)
 - ViSCA Laboratory High School
ViSCA, Baybay City, Leyte
(1992-1996)
 - ViSCA Foundation Elementary School
ViSCA, Baybay City, Leyte
(1986-1992)
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Professional Experience:

Part-time Instructor

Department of Tourism and Hospitality Management

Visayas State University, Visca, Baybay City Leyte

August 2024 – December 2024

- Ensuring course content is up-to-date and relevant.
- Engaging students and fostering a positive learning environment.
- Grading assignments, quizzes, exams, and projects.
- Providing timely feedback to students.
- Assisting students with understanding course content.
- Maintaining accurate records of student performance and attendance.

Part-time Instructor

Department of Tourism and Hospitality Management

Visayas State University, Visca, Baybay City Leyte

February 2024 – May 2024

- Deliver lectures, lead discussions, and facilitate learning activities according to the course syllabus.
- Foster a positive learning environment by engaging students in discussions, providing feedback on assignments, and encouraging participation.
- Evaluate and grade student work promptly and fairly, adhering to established grading criteria and providing constructive feedback.
- Share practical insights and experiences from the tourism and hospitality industry to enrich classroom discussions and relate theoretical concepts to real-world scenarios.

Online Tutor for Thai Students and Freelance Video Editor

March 2021 – Present

- Conduct online tutoring sessions using virtual platforms, providing one-on-one or group instruction based on student needs and subject matter expertise.
- Create learning materials such as study guides, practice problems, and supplementary resources to support tutoring sessions and enhance student understanding.
- Collaborate with clients to understand project requirements, timelines, and deliverables. Plan and organize video editing tasks accordingly.
- Edit raw footage into polished videos, incorporating transitions, effects, graphics, and audio enhancements to achieve the desired cinematic or storytelling effect.

Chang Angkard Bamrung School, Bangsue, Bangkok, Thailand (Sept. 2018 -Feb. 2020)

ESL Teacher

- Design and adapt lesson plans and materials to meet language proficiency standards and student needs.

- Facilitate engaging lessons to develop listening, speaking, reading, and writing skills in English.
- Evaluate students' language abilities through various assessments to monitor progress and inform teaching strategies.
- Provide personalized assistance and additional resources to help students achieve language learning goals.
- Maintain a positive and inclusive learning environment conducive to language acquisition.
- Offer constructive feedback to students and communicate progress with parents or guardians regularly.
- Work with colleagues and administrators to support ESL programs and student needs effectively.

**Global Education Consultancy Co. Ltd. (GEC), Ladprao, Bangkok, Thailand
(Nov. 2016-Aug. 2018)**

Foreign Teacher Coordinator and English Camp Facilitator

- Monitor and evaluate the performance of foreign teachers through observations, feedback sessions, and performance reviews. Provide support and guidance for professional growth.
- Address conflicts or concerns involving foreign teachers professionally and promptly, working to find mutually agreeable solutions and maintain a positive work environment.
- Ensure foreign teachers understand and adhere to school policies, regulations and codes of conduct. Provide guidance on cultural norms and expectations.
- Design and plan the curriculum, activities, and schedule for the English camp based on the target audience (children, teenagers, adults) and learning objectives.
- Coordinate venue arrangements, transportation, accommodations, meals and materials needed for the camp.
- Lead and facilitate educational and recreational activities that promote English language learning, including games, workshops, cultural activities and outdoor adventures.
- Engage participants actively in learning activities and encourage participation through creative and interactive teaching methods.
- Compile feedback from participants and staff to evaluate the success of the camp and make recommendations for future improvements.

Ramkamhaeng International Languages (Nonhaburi Project)

Ramkamhaeng University, Bangkok, Thailand (May 2011-Sept. 2016)

Thansumrit Withaya School

ESL Teacher

- Design and adapt age-appropriate lesson plans and teaching materials that align with language proficiency goals and educational standards.
- Integrate language learning with thematic units, stories, songs, and hands-on activities to engage young learners.
- Teach English language skills including listening, speaking, reading, and writing through interactive and play-based learning methods.

- Assess students' language proficiency through informal observation, formative assessments, and occasional formal assessments.
- Ensure a safe and healthy learning environment by implementing classroom hygiene practices and promoting social-emotional and well-being among students.

Santhiya Resort & Spa, Koh Pangan, Surathani, Thailand (August 2009 -April 2011)

F and B Coordinator

- Collaborate with chefs and culinary team to create menus that align with the establishment's concept, customer preferences, and budgetary constraints.
- Train and supervise F&B staff on service standards, menu knowledge, food handling procedures, and customer service etiquette.
- Conduct regular staff meetings to communicate updates, discuss operational issues, and provide ongoing training opportunities.
- Ensure high levels of customer satisfaction by addressing customer inquiries, concerns, and feedback promptly and professionally.
- Plan and coordinate F&B services for special events like weddings, banquets, and functions held at the establishment.
- Collaborate with clients, and internal teams to customize menus, arrange setups, and ensure seamless execution of events.
- Assists in developing marketing strategies to promote F&B offerings, special promotions, and dining events. Utilize social media platforms, email campaigns, and promotional materials to attract new customers and retain existing clientele.
- Implement initiatives to enhance operational efficiency, service quality, and guest experience based on feedback and performance metrics.

Text and Talk Academy, Bangkok, Thailand (Sept. 2007 – July 2009)

ESL Teacher

- Design and adapt lesson plans, materials and assessments that align with language proficiency standards and high school curriculum requirements.
- Teach English language skill including reading, writing, listening and speaking through a variety of instructional strategies such as discussions, debates, projects and presentations.
- Administer and evaluate assessments to measure students' language proficiency and academic progress.
- Implement effective classroom management strategies to promote student engagement, participation, and respect for cultural diversity.
- Support and participate in extracurricular activities, clubs, and events that promote English language learning, cultural exchange, and student leadership development.

Professional Abilities/Skills

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| • Computer Skills: MS Office Application | • Market Research |
| • Supplier evaluation and selection | • Classroom Management |
| • Student assessment and evaluation | • Strategic sourcing skills |

Languages:

- Proficient in Oral and written English and Tagalog
- Conversation in Thai Language (Intermediate)

Training /Workshops and Certificates:

- Participant
Adal Kordilyera Episode 18: Understanding Food Safety and Food Hygiene
Baguio City
July 20, 2024
 - Participant
Training Workshop on Artificial Intelligence Tools for Teaching and Learning
Southern Leyte State University, Sogod, Southern Leyte
February 24, 2024
 - Trainer
“The Common European Framework of Reference for Languages: CEFR”
Nonthaburi Primary Educational Service Area Office 1, Amphur Nonthaburi, Thailand
August 8, 20015 – September 5, 2015
 - ESL Teacher Participant
“The Effectiveness of Teaching Materials & Innovations”
Nonthaburi Primary Education Service Area Office 1 and Primary Education English
Resource Center, Amphur Nonthaburi, Thailand
July 16, 2014
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Character references:

Dr. Jose L. Bacusmo
5th President of VSU
Hon. Sangguniang Panlungsod Member, City of Baybay
Baybay City, Leyte
09686906880

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Dean, Faculty of Computer Studies and Information Technology
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