

**PO, ELIZABETH C.**

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**PROFESSIONAL OBJECTIVE**

To attain a teaching position in your educational program, where I can make use of my skills and knowledge to a company that offers excellent career growth opportunities.

**KEY QUALIFICATION**

- With 1 year of experience as an Academic Supervisor and a Teacher Adviser at Montessori School.
- With 5 years of experience in teaching English as Second Language with one teacher to one student approach in online basis
- With 9 months of experience in teaching English as Second Language with one teacher to one student approach in face to face basis
- With 3 months of experience in Internship/Pre-service teaching
- Technically proficient in Microsoft Office (such as Word. Excel and Powerpoint)
- Good interpersonal and leadership skills
- Good written and oral communication
- Able to relate and interact well to people at all levels
- Willing to be trained and with profound ability to work accurately and effectively

**EMPLOYMENT HISTORY**

**Academic Supervisor and Teacher Adviser**

Ormoc Holy Trinity Montessori Academy, Inc  
Baguioville, Brgy. San Pablo, Ormoc City, Leyte 6541  
May 10, 2022- May 15, 2023

Job Description:

*(Academic Supervisor)*

- Recommend for hiring, training, and evaluating staff
- Evaluate teachers and their teaching methods to determine their effectiveness, efficiency, and utilization
- Checks daily the class records for attendance, punctuality of pupils, points earned per subject activity, and other merits or demerits
- Implement actions that improve the school and the quality of education
- Communicate with parents and staff to discuss educational activities and policies
- Counsel and provide guidance to pupils/students regarding personal, academic, and behavioral issues
- Handle scheduling, record-keeping, and reporting
- Help shape and uphold the mission, vision, & core values of the school
- Daily conduct coaching or training to teachers.

- Ensure that the school complies with DepEd Orders (Division, Regional, and National Levels) and within the Montessori Curriculum

*(Teacher/Adviser)*

- Looks after the general welfare and behavior of his/her class in and out of the classroom
- Prepares daily plans, activities, instructional materials, audio, slideshow, video clips, songs, and other preparations to have a quality execution of lessons
- Identifies special academic and behavioral problems of particular pupil/student and refers such problems to the Parents, and Directress.
- Implements consistently established classroom routines, policies, and procedures
- Keeps himself/herself abreast of the methods of teaching the Montessori way
- Makes home visits when necessary
- Prepares and accomplishes the academic forms

### **Online English Teacher**

51talk English International Limited Inc.

China Online Education Group

June 26, 2021- Present

Job Description:

- One-on-one Online Teaching
- Prepare lessons according to the student's English skills, level and learning purpose by checking the student's previous lesson memo
- Make a lesson report every after each class about the student's performance

### **Office- based Online English Teacher**

TOMAS English Training Center Inc.

1601 Park Centrale Building, Jose Maria Delmar St.,

I.T. Park, Cebu City, 6000, Cebu, Philippines

April 16, 2018- April 10, 2021

Job Description:

- One-on-one Online Teaching
- Teach according to student's English Level of Proficiency (such as Beginner, High Beginner and Intermediate)
- Make a lesson report every after each class about the student's performance
- Teach with concern and responsibility as a professional teacher
- Process the lesson with letting the students to talk/ask actively and check understanding
- Learn basic Nihongo and attend Nihongo Training every scheduled training.

### **English Teacher**

UNIVERSE English School Cebu Inc.

JESA I.T. Center 5<sup>th</sup> floor,

90 General Maxilom, Kamputhaw,

Cebu City, 6000

July 1 2017-April 1, 2018

Job Description:

- One-on-one Online and Face-to-face Teaching

- Teach according to students desired programs (such as General English, Survival English, Business English, EIKEN preparation and Communication Class)
- Student centered program

**Internship/Pre-service Teaching**

Hindang National High School  
Poblacion II, Lopez Jaena St., Hindang, Leyte  
August 8, 2016- November 11, 2016

Job Description:

- Taught Mathematics subject in Grade 8 level.
- Taught Physics subject in Grade 10 level.
- Applied different approaches, methodologies and strategies in teaching.

**EDUCATIONAL BACKGROUND**

Tertiary: Bachelor of Secondary Education **Major in Mathematics**  
Visayas State University, Visca, Baybay City, Leyte,6521  
Graduated on June 2017

**University and College Scholar** (Visayas State University)SY. 2012-2017  
**Income Grant A Scholar**, VSU Funded Scholarship S.Y. 2012 1<sup>st</sup> Semester

Secondary: New Ormoc City National High School under **Science & Technology Class**

**SIGNIFICANT TRAININGG AND ELIGIBILITY CERTIFICATIONS**

Certificate of **Pre-Service Teaching Completion**  
Certificate of **Board Rating as LET Passer**  
**Nihongo** Training Completion Certification

**PERSONAL INFORMATION**

|                           |   |
|---------------------------|---|
| Age:                      | 27  |
| Date of Birth:            | July 8, 1996                                |
| Birthplace:               | Ormoc City, Leyte, Philippines              |
| Gender:                   | Female                                      |
| Civil Status:             | Single                                      |
| Religion:                 | Christian                                   |
| Languages/Dialect Spoken: | English, Tagalog, Cebuano and Basic Nihongo |