

MA ISABEL BERENGUELA

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PROFESSIONAL SUMMARY

Friendly and outgoing Online English Teacher works with children or adults on grammar, pronunciation, business English, reading comprehension, speaking and writing. Adept at planning individual and group classes or using pre-written lessons. Dedicated to improving students English abilities!

WORK HISTORY

JULY 2013-CURRENT

English Teacher | Engoo | Homebased - City of Bacoor, PH

- Conducted online one on one classes
- Worked with students between ages 3 and 70 on grammar, pronunciation, reading comprehension, vocabulary, sentence construction, business English, IELTS, TOEFL and TOEIC exam preparation.
- Gently corrected student pronunciation and grammar to improve conversation skills.
- Used pre-written curriculum to teach students English via remote video conferencing.
- Provided written feedbacks after each class.

APRIL 2012-FEBRUARY 2014

English Tutor, TOEIC | Manila House | Manila, Philippines

- Handled one on one class and taught English subjects
- Created tailored lesson plans and study guides to teach and assist students in area of study.
- Facilitated English language acquisition through reading of numerous texts of various genres appropriate for the age and development level of each student
- Supported students with helpful study habits and exam strategies.
- Leveraged technology and visual aids to engage students and enhance learning.

DECEMBER 2011-FEBRUARY 2012

English Tutor | NSHA Village BF Homes | Paranaque Metro Manila

- Assessed student needs and created appropriate lesson plans.
- Handled one on one classes and taught reading, writing, speaking and grammar
- Maintained notes on student progress.
- Used positive reinforcement, repetition and review to help students master challenging material.

OCTOBER 2011-DECEMBER 2011

ESL Teacher | Elitopia Academy | Ortigas Center Pasig Metro Manila

- Conducted one on one and small-group instruction to teach various English subjects.
- Educated students in basics of English grammar and conversational speaking.
- Assigned lessons and corrected homework.
- Administered and graded tests and assignments to evaluate student progress.

JULY 2009-APRIL 2011

Critical Speaking Tutor | Chungdam Philippines Inc. | Makati City

- Provided assessment and evaluation for student speaking responses based on evaluation criteria and rubrics developed for the Chung Dahm m-Learning Program
- Carefully listened and accurately rated students recorded responses.
- Proved successful working within tight deadlines and a fast-paced atmosphere.
- Carried out day-to-day duties accurately and efficiently.

DECEMBER 2008-FEBRUARY 2009

English Teacher | E4U English Center | Las Pinas city

- Provided intensive and extensive English training and assist students in their education endeavors
- Conducted one on one classes and taught reading, grammar, writing, vocabulary, speaking, etc.
- Coordinated activities to encourage interest in reading.
- Provided daily feedback regarding the students behavior and class performance.

JUNE 2008-AUGUST 2008

ESL Teacher | Best International English Institute | Cavite

- Conducted one on one classes.
- Taught English that was appropriate to student's learning abilities and reflected their needs and interest
- Educated students in basics of English grammar and conversational speaking.
- Used positive reinforcement and provided clear feedback to help students succeed.

MAY 2006-SEPTEMBER 2006

Customer Service Representative | Ventus, Smart | Quezon City

- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and

resolving concerns.

- Clarified customer issues and determined root cause of problems to resolve product or service complaints.
- Responded to customer requests for products, services and company information.
- Answered customer telephone calls promptly to avoid on-hold wait times.
- Delivered prompt service to prioritize customer needs.

EDUCATION

2004

Bachelor of Arts: Philosophy, Sociology

Polytechnic University of the Philippines, Mesa, Manila

1997

Cavite School of St. Mark, Hi-Way, Cavite

General Emilio Aguinaldo

1993

Habay Elementary School, Habay, Bacoor Cavite

CERTIFICATIONS

Completed 120-hour Certificate Course in Teaching English to Speakers of Other Languages (TESOL) Addition Information

HOBBIES

Watching movies, hiking and playing the guitar