



- In charge of guiding students through their chosen courses and providing feedback on their class performance
- Instructed students on practice courses for English Proficiency examinations like IELTS, TOEFL, TOEIC, etc.
- Prepared students for upcoming job/university interviews by using company-provided modules, conducting mock interviews and providing overall feedback and tips
- Handled Business English courses for advanced students
- Administered English learning materials in all levels

**04/2012 – 07/2014**

**BCM Uphone Educational Group**

**Ortigas Centre, Pasig City**

***ESL Instructor***

- In charge of teaching basic, conversational and professional English to Korean students.
- Handled high profile students and guided them in developing and improving their business English abilities.
- Instructed trial courses required for official English Proficiency examinations like TOEIC and OPIc.
- Also administered practice courses for job interviews.
- Led Classroom English courses for both students and practicing teachers
- Evaluated students' performance on a day-to-day basis.
- Handled an average of 35-40 students a day.

**04/2011 – 02/2012**

**American Express Transnational, Inc.**

**Legaspi Village, Makati City**

***HR/Admin Assistant (Recruitment)***

- In charge of sourcing, selecting and recruiting applicants.
- Administered psychological tests and key background interviews to candidates.
- Assisted new hires in the completion of their requirements and other pre-employment processes.
- Endorsed new hires to the training department and oversee their progress and performance.
- Functioned as an assistant to both the HR Supervisor and Vice President
- Responsible for the monitoring of employee tardiness.
- In charge of creating, routing, and distributing memos to signatories and employees respectively.
- Kept the general calendar of HR/Admin and was in charge of recording minutes of meetings.
- Was also responsible for assuming the role of the Executive Assistant to the President in times when said assistant was unavailable.

**Other Administrative Functions:**

**Program Coordinator (2016 – Present)**

Bone Health Awareness Program  
Neonatal Intensive Care Department,  
King Abdulaziz Medical City, Riyadh

**Event Coordinator (2018 – Present)**

World Prematurity Program  
King Abdulaziz Medical City, Riyadh

**Course Administrator (2018 – Present)**

Neonatal-Pediatric Mechanical Ventilation Course,

King Saud Bin Abdulaziz for Health Sciences, Riyadh

**Education:**

Our Lady of Fatima University, Valenzuela  
B.S in Psychology, 2011

La Consolacion College, Caloocan  
High School Diploma, 2007

**References available upon request.**