

# **JORGE, MICAH C.**

#10-328 Block 52  
Chai Chee Street  
Singapore 460052  
micah\_jorge@yahoo.com  
+65 9177 2256



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## **JOB OBJECTIVE**

To apply for a teaching position where I can use my skills and to secure a job that offers both challenge and good opportunity for personal and professional growth

## **SUMMARY OF QUALIFICATIONS**

- A Licensed Professional Teacher, Major in English with Republic of the Philippines Registration Number 1071913
- Completed the Standard Teacher Certificate in TESOL (Teaching English to Speakers of Other Languages)
- Obtained 18 units in Education through the University of Santo Tomas Teacher's Certificate Program before taking and passing the Licensure Examination in the Philippines for Professional Teachers (S.Y. 2009-2010)
- An experienced one-on-one EFL teacher in Japan and the Philippines to children and adults
- Volunteer teacher to elementary pupils for the University of Santo Tomas Literacy Training Service (LTS) under the National Service Training Program (NSTP)
- Experienced child care provider
- Excellent oral and written communication in English (acquired native fluency)
- Experience in writing news articles, copy editing and data gathering
- Conversant in Japanese
- Can write and read Japanese characters (Hiragana, Katakana and Basic Kanji)
- Computer literate (Internet Explorer/Mozilla Firefox, Microsoft Word, Microsoft Publisher and Adobe Photoshop)
- Determined to learn and excel
- Hardworking, goal-oriented and dedicated to work

## **EDUCATION**

### **College**

Bachelor of Arts in Journalism, University of Santo Tomas, Manila (2001-2008)  
(Leave of Absence 2<sup>nd</sup> Semester S.Y. 2001 – 1<sup>st</sup> Semester S.Y. 2004)

### **High School**

De La Salle Lipa – Unified School, Lipa City, Batangas (1997-2001)

### **Elementary**

De La Salle Lipa – Unified School, Lipa City, Batangas (1992-1997)  
Canossa Academy, Lipa City, Batangas (1991-1992)

## **WORK EXPERIENCE**

### **Head Teacher**

**(May 2013-April 2014)**

#### **EG Academy**

**Lot 3, Friendship Highway, Cutcut**

**Angeles City, Pampanga**

**Philippines 2009**

- Ensured the school operates in accordance with the general principles and company policy
- Implemented the academy's rules and policies among the teachers and the students
- Regularly monitor and evaluated the quality of English teaching and the students learning
- Observed and evaluated teachers training and teaching performance
- Prepared training materials for trainee teachers using the techniques acquired from TESOL
- Assigned substitute teachers upon the absence of a teacher/teachers
- Recruit and selected applicant teachers for employment (American/British/English/Filipino)
- Created an effective learning environment through properly delegating tasks to the teachers and staff
- Effectively handled queries and needs of Japanese students and interested applicants during the absence of the Japanese manager
- Handled Japanese Diary Writing as a special class for children during camp season
- Proofread the school's teaching manual which served as a basic guideline for current and new teaching staff
- Knowledgeable of almost all the academy's materials and capable of substituting for big group classes for the native English teachers even on short notice
- Recommended and assigned English subjects and books according to the student's level and choice of English course
- Recommended and purchased academic materials for the school
- Arranged the chosen school materials according to student level and age of learners
- Prepared the school's entrance level test and monthly level tests
- Created a class schedule of up to 150 foreign university EFL students
- Handled review classes for TOEIC (Listening) and TOEFL (Listening, Speaking, Vocabulary & Writing)
- Assigned to purchase and review TOEIC, IELTS and TOEFL materials
- Budget and organized school events such as welcome and/or farewell parties for both camp (EFL students 7-14 years of age) and university students
- Directly reported to the academy's president and executives regarding any updates or feedbacks in order to ensure quality English learning and continuous development of the programs and students
- Introduced EG Academy to different agencies through on-line interviews and advertisements
- Supervised the campus & classroom decorations from the time of school opening including the regular upkeep of the learning corners inside the campus
- Performed any given or challenging task while aiming for best possible result

### **EFL Core Teacher**

**(Oct 2012-April 2013)**

#### **Pines International Academy**

**Angeles City, Pampanga**

**Philippines 2009**

- Planned and taught English lessons to Korean and Japanese students (elementary, high school, university and professional adults)

- Taught TOEIC based subjects, public speaking, CNN based listening classes and survival English based subjects to foreign students
- prepare and develop teaching materials to meet the needs of students and help in the development of school curriculum
- keep accurate records of the camp students progress and recommend additional and/or appropriate materials for better development
- initiate and carry out activities that further the skills learned by the students
- conceptualize and execute school programs with the aim of building good working relationship among colleagues and students
- Subjects taught : Reading Comprehension, Storytelling, Speaking/Discussion, IELTS (Listening)

**Private English Tutor  
(Part Time)  
Tokyo, Japan  
Saitama Prefecture, Japan  
(2002-2004)**

- Provided one-to-one English lessons to children and professional Japanese students

**Child Care Provider/Babysitter  
(Part Time)  
Saitama Prefecture, Japan  
(2002-2004)**

- Dressed children and changed diapers
- Assisted in bathing children
- Observed and monitored children's play activities
- Accompanied children to the park while they play, explore and meet other children
- Communicated with children's parents about the behavior and activities of their child
- Prepared meals and refreshments to be served to the children
- Taught and helped children organize and store toys and materials to ensure order in their play areas
- Read to children and teach them simple painting, drawing, handicrafts, and English songs

**CERTIFICATIONS**

**“Teaching English To Speakers of Other Languages (TESOL)”**

EnglishTech English Language Training Center

Cubao, Quezon City, Philippines

Completed the 120-hour Intensive Training Program on September 9, 2012

**“Teacher’s Certificate Program (TCP)”**

School Year 2009-2010

College of Education

University of Santo Tomas Manila

Completed on April 10, 2010

## **KEY SKILLS**

- Conversant in Japanese
- Creative class management (one-on-one and big group classes)
- Conceptualize programs and activities for students and colleagues
- Team leading and supervision
- Design concepts for school decorations and school programs
- Planning and execution of school events and/or activities
- Research and data collection
- Project Management
- Team Management
- Customer Service
- Written Correspondence
- Scheduling
- Professional Presentations
- Report Preparation
- Accounting/Bookkeeping
- General Office Skills
- Meeting/Conference Facilitator

## **COMPUTER SKILLS**

- Microsoft Word
- Microsoft Excel
- Microsoft Publisher
- PowerPoint
- Adobe Photoshop

## **ON THE JOB TRAINING**

**Business Mirror, On the Job Training for 200 hours  
Makati, Metro Manila, Philippines  
(S.Y.2007-2008)**

- Trainee Writer
- Covered health beat and senate proceedings
- Attended Department of Health Philippines press conferences
- News/Data gathering
- News writing

## **AFFILIATIONS & ORGANIZATIONS**

Member, University of Santo Tomas Journalism Society  
Member, University of Santo Tomas Alumni Association  
Member, De La Salle Lipa - Unified School Alumni Association

## **PERSONAL INFORMATION**

Birthdate: November 16, 1984  
Birthplace: Lipa City, Batangas, Philippines  
Age: 30 years old  
Civil Status: Married  
Spoken Languages: English : Acquired native fluency  
Japanese : Conversant  
Filipino : Fluent

## **HOBBIES AND INTERESTS**

- Traveling
- Photography
- Cooking Filipino and international dishes
- Baking
- Studying Kanji characters
- Watching Movie

## **CHARACTER REFERENCE**

### **Ms. Luisa Cecilia M. Quintero English/ESL Teacher**

Vancouver English Center  
Canada

+604 362 4293

E-mail add: lcmq02@hotmail.com

### **Manager/Head Trainer for TESOL**

EnglishTech English Language Training Center  
Cubao, Quezon City, Philippines

Email add: englishtech2010@yahoo.com

+639064271633 (mobile)

+639297739110 (mobile)

### **Ms. Midori Obi**

#### **General Manager (Japanese)**

EG Academy

Lot 3, Friendship Highway, Cutcut

Angeles City, Pampanga

Philippines 2009

Email add: midoriobi.227@gmail.com

+63 906 288 7948 (mobile 1)

+63 999 791 7163 (mobile 2)

### **Ms. Edmalyn C. Linston**

#### **Executive Assistant**

EG Academy

Lot 3, Friendship Highway, Cutcut

Angeles City, Pampanga

Philippines 2009

Email add: eclinston@gmail.com

+63 915 328 3063 (mobile)

+63 454 361541 (office)