

Karen P. Guinto, LPT

Elementary Teacher

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Address: **Blk 17 Lot 40 Matapat St. Fiesta Communities Brgy. Tabun Mabalacat City**
Pampanga Philippines, 2010

Summary:

Licensed Elementary School Teacher with 17 years of proven teaching, guidance, and counseling skills to a diverse student population with varied cultural backgrounds. Uphold good communication and interpersonal skills with students, parents, and with the school community. Proficient in using and integrating various advanced technological software resulting in a more enthusiastic and engaging classroom environment. Genuinely committed to providing creative, high-quality learning materials to create the best educational environment possible. Recognized as Best Teacher and Excellent in Teaching for improving students' test scores, maintaining good classroom management, and teaching effectively.

Work Experience: **Elementary Teacher, Westfields International School**

1-2 Fil-Am Friendship Hwy, Angeles, 2009 Pampanga
July 29, 2019 – present

Duties and Responsibilities:

- Teaches 100+ elementary grade students with varied cultural backgrounds in an international classroom.
- Integrates technology into the teaching-learning process that results in an interactive discussion.
- Prepares and administers regular subject evaluation complete with detailed quarterly progress reports for parents.
- Create and adapt lesson plans according to students' academic needs, including both individual and group work.
- Maintains an open communication with parents daily.
- Provides guidance services to students and meet with parents, school head, and guidance counselor to address their behavioral issues.
- Works with other school personnel, parents, and the community for the total development of the children.
- Employs a variety of methodologies in teaching and instructing students including demonstrations, discussions, and lectures.
- Supervises curricular and co-curricular projects and activities of the children.

ESL Teacher, Al Ezdihar Principle Language Institute

P.O. Box 1448 Al Majidiya Street Qatif City, Saudi Arabia 31911
June 25, 2017 – July 11, 2019

Duties and Responsibilities:

- Established numerous activities that taught students self-reliance and independent learning.
- Delivered and creative activities to an average of 20 students per class of all ages: young and adult.
- Taught English as a second language.

- Developed innovative and unique lesson plans for different classes with students of different levels of English proficiency.
- Taught ESL to 200+ students with varied cultural backgrounds in an international classroom to prepare them for ESL tests including IELTS and STEP.
- Instructed English to classes of 20-30 students to enhance their learning and confidence in speaking and resolve their difficulties in second language acquisition.
- Consistently recognized by management for innovative ESL material design and excellent student feedback.
- Organized individual and group learning sessions for 10-15 students to balance open-ended inquiry and direct instruction to allow students to explore their new surroundings.
- Awarded as Best Teacher for consistently improving students' speaking, reading, and writing skills using the English language.
- Received Excellent in Teaching for administering unique approach to teaching that the performance of the students remarkably improved.

Elementary Teacher, Department of Education, Division of Mabalacat City

P. Burgos St. Poblacion Mabalacat City, Pampanga Philippines 2010

June 11, 2007 – June 24, 2017

Duties and Responsibilities:

- Taught classes of 60+ students in a class with engaging learning activities
- Worked closely with the other teachers to ensure all avenues of the curriculum are met and delivered lessons the students
- Assessed and looked after individual students' progress throughout the term and worked closely with other staff to efficiently plan and coordinate work.
- Provided informative presentations to students regarding different areas of studies and ensured that all students fully comprehend all aspects.
- Met parents and school governors; maintained discipline in the classroom; methodically provided resources for lessons; simplified lesson plans in line with curriculum objectives and assisted students to prepare for examinations.
- Managed students' behavior while developing and teaching behavioral strategies to support students' self-control
- Supervised weekly reading group that encouraged elementary students to read an average of 3 new books monthly.
- Commended for training students in different academic non-academic areas and achieved various awards.

Elementary Teacher, Don Bosco Academy

Don Bosco Compound Mabiga, Mabalacat City, Pampanga Philippines
May 15, 2006 – May 29, 2007

Duties and Responsibilities:

- Assessed students' skills to determine their needs and develop effective teaching plans particular to each student's abilities.
- Employed diverse techniques to promote active learning such as individualized instruction and problem-solving assignments.
- Engaged one-on-one with students with behavioral problems in both classroom and extracurricular settings, resulting in an improvement of more than 10% in their grades
- Provided various experiences for their continuous development.
- Worked with other school personnel, parents, and the community for the total development of the children.
- Engaged in a variety of methodologies in teaching including demonstrations, discussions, and lectures that helped students understand better the lessons taught.
- Supervised curricular and co-curricular projects and activities for a well-rounded development of the students.
- Provided guidance services and Salesian Assistance during free time.

Education:

Master of Arts in Education, Pampanga State Agricultural University

Magalang, Pampanga, Philippines, 2011
Completed 37 Units (CAR)

Bachelor of Elementary Education, Holy Angel University

Angeles City, Philippines, 2009
April 11, 2006

Certification:

PRC Teaching License

Professional Rating: **81.80%**
Manila, Philippines
August 27, 2006

Recognition:

Best Teacher Award, Al Ezdihar Principle Language Institute

P.O. Box 1448 Al Majidiya Street Qatif City, Saudi Arabia, 31911
April 29, 2018

Excellence in Teaching Award, Al Ezdihar Principle Language Institute

P.O. Box 1448 Al Majidiya Street Qatif City, Saudi Arabia, 31911
January 3, 2018

Exemplary Award in Editorial Writing, Department of Education

P. Burgos St. Poblacion Mabalacat City, Pampanga Philippines 2010
June 14, 2013

Teacher Coaches winner in various academic and non-academic competitions, Gawad Parangal Award, Department of Education

School Year 2008 – 2017

Key Skills:

Professional		Related		Personal	
Communication	●●●●	Creativity	●●●●	Social/Interpersonal	●●●●
Leadership	●●●●	Problem Solving	●●●●	Flexibility	●●●●
Counseling	●●●●	Critical Thinking	●●●●	Initiative	●●●●
Adaptability	●●●●	Curriculum/Standards	●●●●	Productivity	●●●●
Classroom Mgt.	●●●●	Community	●●●●	Technology Literacy	●●●●

Training/Seminars Attended:

1. **The Art of Facilitation for Holistic Teaching and Learning**

(October 26, 2019)

This training enriches and further develops teachers' teaching skills to best prepare them in teaching in a learner-centered classroom, developing all the needed students' skills required in a global society, and incorporating technology for a fun-learning instruction.

2. **Arkansas State University ELA Curriculum Training**

(April 15-17, April 22-24, April 29-May 1, 2019)

This session enables teacher to be equipped with the necessary know how in the ELA Curriculum used by the Arkansas State University so that the teacher can deliver with utmost knowledge the required English skills to the students following the said curriculum.

3. **Lecture Series for Social Studies and Philosophy Teachers**

(3 December 2016, 10 December 2016, 17 December 2016)

This session focused on a series of Social Studies and Philosophy tasks that provide a hands-on way to help students develop an in depth conceptual understanding of the subject—so that students can apply this understanding to current and future coursework.

4. **Division Seminar-Workshop on Basic Library Work**

(28 October 2016)

This training provides teacher the necessary understanding on how to properly work inside the library specifically dealing with the proper cataloging. The acquired knowledge is essential to make students easily recognize and find the books they need as they visit the library.

5. **School Training on the Learning Resource Management & Development System**

(5 September 2016)

The integration of technology in the teaching-learning process is the main objective of this session. It aims to provide a technical basis for assessing, acquiring, adapting, developing, producing and distributing quality learning and teaching resource materials for students and instructional support materials for teachers.

6. **National Seminar-Workshop on K-12 Curriculum for Grade Five Teachers**

(11 April 2016 – 17 April 2016)

This training makes teachers familiarize the K+12 curriculum framework. It also elicits feedback on various features of the curriculum in all subject areas in relation to content, instructional materials, teaching learning approaches, and assessment. It also provides a venue for participants to exchange effective/relevant strategies in implementing curricular reforms in their classes.

7. **International Word Cup 2016**

(16 May 2016 – 18 May 2016)

This session intends to further sharpen the teachers' writing skills, and come out more prepared in school newspaper production, and gets teacher ready and be arm with the needed journalism skills and strategies in training the young journalists in their respective school.

**8. Regional Training of Trainers on Campus Journalism
(24 February 2015 – 27 February 2015)**

Teachers and students journalism skills are honed in this training. It provides opportunities to both teachers and students to further enhance and make use of their literary and communicative skills.

**9. District Roll Out Training of teachers on Child Protection Policy
(12 July and 19 July, 2014)**

Keeping children safe is everyone's responsibility. This session defines requirements to keep children as well as teachers safe, with a clear ways of identifying concerns, with appropriate procedures should a concern arise, guidelines for recording and reporting concerns, safe working practices, and agreed child protection training.

References:

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I hereby certify that the information given in this document is true and correct to the best of my knowledge and abilities.

Karen P. Guinto