



Shani Jay T. Ada

EXPERIENCE

July 2023–Current

English Language and Literature Teacher

Global Sevilla Puri Indah

West Jakarta Barat, Indonesia

- Planned lessons with dynamic discussions and exercises to promote engagement.
- Boosted writing skills by designing creative and comprehensive exercises.
- Planned lessons with dynamic discussions and exercises to promote engagement.
- Evaluated students' comprehension of lessons through relevant test questions.
- Managed pupil behavior, applying appropriate and effective measures in cases of misbehavior.
- Developed strategies to address underperformance and other concerns in collaboration with parents, students and counsellors.
- Marked tests, pop quizzes, assignments, exams and other assessments, documenting results of student grades.

August 2021–May 2023

Literature Guest Lecturer (Part-Time)

Batangas State University–Malvar Campus

Malvar, Batangas, Philippines

- Evaluated students' comprehension of lessons through relevant test questions.
- Managed pupil behavior, applying appropriate and effective measures in cases of misbehavior.
- Developed constructive feedback on homework to drive attainment.
- Updated learning resources to achieve curriculum goals.
- Inducted students to provide academic advice, counselling and draw up individual learning plans.
- Set clear targets for students learning, building on prior learning and advising on students expectations
- Selected and sequenced appropriate materials and resources based on content area and learners' abilities.

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SUMMARY

Dedicated English teacher with fourteen-year track record of successfully encouraging and leading pupils. Highly organized teacher with exceptional English curriculum knowledge. Provides constructive feedback to drive attainment and passion for learning. Also, enthusiastic with extensive experience planning innovative and creative English lessons. Engages students through dynamic discussions and writing tasks. Illuminates classic through to modern literature. Moreover, enthusiastic individual confident in building rapport with young people to create memorable learning experiences. Proven success preparing large cohorts for exams, supporting students to achieve target grades. Knowledgeable of national curricula and safeguarding principles.

March 2017–June 2023
Secondary English Teacher
Santiago National High School
Malvar, Batangas, Philippines

- Prepared and conducted regular student assessments, including oral and written, to determine English progress.
- Read novels, poems and other texts to gain extensive understanding and develop creative teaching resources.
- Collaborated with other English teachers to develop creative, engaging and innovative curriculums to inspire students' creativity.
- Stayed updated on the latest developments within English literature and language through training, researching and networking, implementing changes when necessary.
- Marked tests, pop quizzes, assignments, exams and other assessments, documenting results of student grades.
- Inspired pupils to become interested in English language and literature by demonstrating passion and excitement for the topics.
- Developed strategies to address underperformance and other concerns in collaboration with parents, students and counsellors.

August 2014–June 2016
Primary English Teacher
The Winchester School Jebel Ali
Dubai, United Arab Emirates

- Developed constructive feedback on homework to drive attainment.
- Updated learning resources to achieve curriculum goals.
- Boosted writing skills by designing creative and comprehensive exercises.
- Planned lessons with dynamic discussions and exercises to promote engagement.
- Managed pupil behavior, applying appropriate and effective measures in cases of misbehavior.
- Evaluated students' comprehension of lessons through relevant test questions.
- Monitored students' attendance and behavior and followed up in case of negative changes.
- Adapted teaching style for students with Special Educational Needs and Disabilities.
- Discussed pupils' progress with parents and carers, building open and honest relationships.

June 2010–July 2012
English Language and Literature Full-Time Instructor
Batangas State University–Malvar Campus
Malvar, Batangas, Philippines

- Helped adults meet professional development goals by teaching literacy, grammar and composition courses targeted at business writing requirements.
- Coached students in utilizing video and social media storytelling to improve visual intelligence of projects.
- Tested students to assess grasp of class material presented in courses and workshops.
- Improved learning processes through research and development of innovative methods to support teaching efforts.
- Planned and executed activities to create balanced program focusing on instruction, demonstration and work time.
- Evaluated students' abilities by reviewing performance records and adjusted teaching methods to foster progress.

June 2008–March 2012
Secondary English Teacher
Jesus Is Lord Christian School
Tanauan City, Batangas, Philippines

- Organized and coordinated educational activities including visiting plays, field trips and guest speakers.
- Proactively assisted in English extracurricular activities, including departmental meetings, parents' evenings, training events and school outings.
- Read novels, poems, and other texts to gain extensive understanding and develop creative teaching resources.
- Collaborated with other English teachers to develop creative, engaging, and innovative curriculums to inspire students' creativity.
- Inspired pupils to become interested in English language and literature by demonstrating passion and excitement for the topics.
- Set targets for students' progress based on homework and classwork results, monitoring results regularly to assess extra help required.
- Held meetings with students to understand individual needs, struggles and learning progress, implementing measures to address identified challenges.

EDUCATION

2023–PRESENT	Master in Special Education University of Perpetual Help System Dalta Philippines
2018	Master in Educational Management Polytechnic University of the Philippines Philippines
2008	Bachelor of Secondary Education Major in English First Asia Institute of Technology and Humanities Philippines

SKILLS AND QUALIFICATIONS

Licensed Teacher	Computer Literate (Advanced)
Videographer/Photographer and Editor	Composer/Singer

I hereby declare that all the information given above is true and correct to the best of my knowledge.



SHANI JAY T. ADA
Applicant