

Josephine Sulayao

Remote Editor /
Marketing Writer
Online/Offline Tutor

Contact

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Skills

Resourceful and reliable
worker

Fast Typing Speed

Excellent verbal and
written communication

Close attention to detail

Editing

Comprehensive
understanding of grammar
and spelling intricacies

I am a motivated and dedicated individual, fluent in the English language, with background in classroom teaching, ESL online teaching, transcription, captioning, content writing, and editing. I have several years of experience in teaching and a board passer of the Licensure Examination for Teachers. I am eager to provide high-level of service and promote affirmative experiences.

Work History

Apr 2021 – Present	Remote Editor / Marketing Writer / Team Supervisor <i>Cardinal Education – Silicon Valley, California, USA</i> <ul style="list-style-type: none">Writes marketing content and blogs for the company's website, landing pages, Ads, etcComposes and sends cold emails to different journalists and media outlets
2021-01 Current	ESL Teacher <i>RareJob</i> <ul style="list-style-type: none">Taught English to Japanese students online.Prepared reports indicating the performance and progress of the students.
2016-04 Current	Transcriptionist <i>Speechpad</i> <ul style="list-style-type: none">Transcribed sensitive documents with complete confidentiality.Corrected grammar, spelling and syntax mistakes.Maintained high level of accuracy rate for spelling and content.Transcribed videos into captions.Researched unfamiliar words and topics for accuracy of information.Ensured reliability by working under short notice to meet deadlines.
2015-05 2016-04	ESL Teacher <i>51 Talk</i> <ul style="list-style-type: none">Taught prepared ESL curriculum to improve students' conversational abilities.Attended workshops to learn about student motivation and engaging learning activities.Created daily progress reports based on in-depth student evaluations

Microsoft Word, Excel

Photoshop

2014-05

Preschool Teacher

2016-03

Golden Faith Academy

- Promoted physical, academic and social development by implementing diverse indoor and outdoor activities.
- Fostered reasoning and problem solving through active exploration games and activities.
- Consulted with parents to build and maintain positive support networks and support continuing education strategies.
- Used classroom observations to create written assessments of student performance.

2006-04

Preschool Teacher

2014-03

Montessori Children's House

- Applied the Montessori Method to provide a diverse and experiential approach to learning.
- Observed children to identify individuals in need of additional support and developed strategies to improve assistance.
- Consulted with parents to build and maintain positive support networks and support continuing education strategies.
- Identified signs of emotional and developmental problems in children and reported these to parents.
- Gave one-on-one attention to children while maintaining overall focus on entire group.

2005-07

Part-Time Teacher

2006-04

Marcelli School of Antipolo

- Applied Progressive Approach to learning in delivering lessons and activities.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Applied play-based strategies, including crafts and games to provide diverse approaches to learning.

- 1996-05 **Preschool Teacher**
2000-03 *Montessori Children's House*
- Provided early childhood learning using the Montessori Method to children 2 - 6 years old.
 - Conducted regular conferences with parents to update them on their children's progress.
 - Administered standardized IQ tests and made written reports and assessments.
- 1995-07 **Psychometrician**
1996-05 *OB Montessori*
- Conducted standardized psychological tests to students.
 - Evaluated results and prepared written reports for documentation.
 - Conducted conferences with parents and teachers regarding the assessment results of the students.
 - Updated records.
 - Developed and implemented psychological and behavioral strategies to enhance the performance of students.

Education

- 2013-06 - **Post Graduate**
2014-03 **Master's Degree Units in Special Education**
 Roosevelt College
- 1991-06 - **Bachelor of Science in Psychology**
1995-03 *University of Santo Tomas - Manila*
- 1986-06 - **High School Diploma**
1991-03 *St. Theresa's College - Quezon City*
- 1980-06 - **Elementary Education**
1986-03 *St. Mary's College - Quezon City*

Teaching Certificate

Professional Teacher – Professional Regulation Commission
License Number 1535257