



Carmelita Capate

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Summary

A highly motivated and committed individual with experiences in teaching and tutoring English to students ages ranging from 8 – 16 years old. Currently seeking an opportunity to teach English to speakers of other languages and interested in ascending knowledge about student support to confidently contribute to organisation's goals and objectives, whilst obtaining valuable industry experience.

Education

Language Training Institute, Australia
(October 2018 – July 2019)
Diploma of TESOL (10688NAT)

University of Queensland, Australia
(March 2015 – July 2019)
Bachelor of Business and Arts
Majors: International Business and Korean Minors: Economics and Psychology

Yonsei University, South Korea
(February 2017 – June 2017)
Relevant Courses: Korean Language, Strategic Management and Economics

Marymount College, Australia
(February 2010 – December 2014)
Extra Curricular: Netball and Music (Piano)
Certificates: Academic Excellence, QPEC's ECOMAN Completion, Cert I in Business (BSB10107)
AND Cert I in Information, Digital Media and Technology (ICA10111)

Experiences

Dreamen English
(March 2019 – present)

Online English Tutor

- Part-time English tutor to Chinese elementary and high school students
- Planning of activities and games for an interactive online tutoring based on lesson plan content provided by Dreamen English company
- Provides an effective feedback to students after each lesson
- Focus on improving students' grammar, listening, writing and speaking skills

AIIESEC Global Volunteer, South Korea
(December 2018 – February 2019)

Teaching Volunteer

- Conducted general English classes for low income/disadvantaged students ages 8 – 13 years old
- Worked in a small team to prepare for classes and activities for students
- Organised cultural event presentations
- Engaged in AIESEC activity to enhance and develop leadership skills through seminars and workshops

Website Travel, Australia
(May 2018 – June 2018)

Projects Department Intern

- Consistently reviewed and researched content product quality through company's cloud based wholesale and travel systems
- Maintained a steady and professional communication with different suppliers via phone or email to gather information regarding products or to give guidance and assistance.

Envy Bistro Sports Suites, Philippines
(December 2017 – January 2018)

Human Resource Intern

- Worked with a small team of a newly established Sports Bar Bistro assisting in end to end recruitment
- Performed general administration office tasks such as scanning, emailing documents, employee database management and input
- Created interview appointments and job advertisements

Lions Cleaning, Australia
(January 2017 – December 2017)

Junior Administration Assistant

- Casual assistant work in creating monthly invoices, payrolls and month-end accounts figure
- Assisted in clerical tasks eg. Filing, online management of documents, answering emails and calls in professional manner

Sunkids, Burleigh Heads
(June 2013 – July 2013)

Assistant

- Assisted staff members in daily routine of appropriate early childhood education
- Helped with classroom activities for children ages ranging from 6 - 8 years old
- Ensured clean and neat environment for children in the premise

Highlights

- Timely and Dependable
- Computer Proficiency: MS Office Word, Adobe Dreamweaver, Windows7 and Mac OS X
- Language Skills: English (Fluent), Tagalog (Fluent), Korea (Beginner Intermediate)
- Excellent organisational and interpersonal skills; demonstrated through successful administrative assistance to operation managers and collaborative work with managers during internship experiences.
- Problem solving skills; During a teaching volunteer experience overseas I overcame adversity and guaranteed an efficient solution by applying active listening skills and thorough analysis of the situation at hand.
- Cooperative team member; proven through successful work with co-employees, managers during my time as an intern and effective collaboration with fellow students on course work related team assessments at university

References

AVAILABLE UPON REQUEST