Bea Pauline V. Salcedo

Email: salcedo.bea@yahoo.com
Contact Numbers: +(63) 9985758457, +(34) 651340670

SUMMARY

English teacher in Spain. Freelance proofreader, editor, and writer; experienced in working with local and international clients. Passionate about language, culture, and the next generation. Has leadership, organizational, and adaptability skills. Agile to address immediate concerns or problems in a project. Able to work independently and collaboratively as needed.

EDUCATION AND TRAINING

Level 5 Teaching English as a Foreign Language (TEFL)
The TEFL Academy [Online] (Ofqual UK and US Department of Education Accredited) [2024]

International Youth Mentor Program
Ser Joven Association, European Solidarity Corps in Spain [2024]

How to Find & Correct Writing Errors: The Proofreading Guide
Udemy Course by Duncan Koerber [2023]

Social Emotional Learning for Youth Waging Peace
UNESCO Mahatma Gandhi Institute of Education for Peace and Sustainable Development [2022]

Bachelor's Degree in Interdisciplinary Studies (English Literature and Communication)
Ateneo de Manila University [2018–2022]
*Group Junior Thesis merited in the Ateneo Socio-Civic Engagement for National Development [ASCEND] Awards

Intermediate French Language and Culture
Ateneo de Manila University [2018–2022]

High School Diploma in STEM (Science, Technology, Engineering, and Mathematics)
De La Salle University Manila [2016–2018]

WORK EXPERIENCE

English Teacher - IES Cánovas del Castillo School (Málaga, Spain)
October 2024–current
- Taught English as a second language (grammar and pronunciation) to high school students and French + Spanish Baccalaureate (*Bachibac*) adult students.
- Created vocabulary and grammar based activities for students in bilingual and plurilingual classes.
- Taught English to bilingual students under Tourism, Information Technology, and Human Resources.

Proofreader and Writer - Every Nation Leadership Institute (ENLI) Philippines
June 2022–current
- Proofread English and Filipino manuals for students and industry leaders
- Ensured error-free school manuals and lecture videos in English and Filipino for local and international use
- Proofread Filipino translations and original English content to ensure consistency
- Wrote and proofread coaching/teaching materials for *Real LIFE Foundation*, *Every Nation*, *Every Nation Seminary*, and *Taguig Local Government*.
- Edited and proofread audio-visual materials with Materials Development editor-in-chief

English Teacher - IES Muriedas High School (Cantabria, Spain)
October 2023–May 2024
- Taught English as a second language (grammar and pronunciation) to high school students
- Facilitated discussions about different Asian cultures
- Created interactive presentations to facilitate engaging activities for language learning
- Corrected written output and oral participation of students to improve their English

Mentor - *Ser Joven* Association, European Solidarity Corps (Cantabria, Spain)
March 2024–May 2024
- Assisted during activities of the association around the Cantabria region (e.g., activities to promote inclusive sports, women's rights)
- Assisted in youth participation activities in Santander city (e.g., non-formal education)
- Took photos, videos, and recorded podcast episodes for the association [*VoCES por el Cambio*, Spotify]

Writer - Bukas PH [Finance-Education Institution]
August 2021–February 2023
- Researched information for short-form articles on Philippine universities
- Wrote weekly articles about local universities for the company's website
- Wrote weekly articles about financial aid and campus culture for Filipino students
- Proofread weekly articles to correct errors in style and grammar
- Researched for and fact-checked written pieces prior to publishing

Writer Intern - Magic 89.9 [DWTM-FM Radio Station]
June 2019–July 2019
- Assisted the editor-in-chief in meeting the daily quota of six articles
- Wrote daily articles in contribution to the radio station's social media content
- Wrote news development pieces for the radio show's live broadcast content