

MARINA AYELEN LUNA CASTRO

PROFILE

I'm a Certified and Qualified English teacher with over 15 years of experience and a passion for teaching. Possess excellent communication and presentation skills and solid knowledge of different and current teaching methods to ensure students learn the Language. I'm energetic and enthusiastic, with a positive attitude, adaptability, and patience.

I'm creative, innovative, and ambitious. I work well in a team and have very good communication skills. Cultivating a good environment when sharing new ideas in a dynamic environment is essential. Along the same lines, I feel that I can apply many of my soft skills, acquired in my teaching experience.

At the moment, I'm a second year student in Systems. Which has improved my remote teaching and coordinating skills. I've developed multitasking techniques.

EDUCATION

Google UX Design Professional Certificate

Coursera

December 2022 - in course

INFORMATION SYSTEMS ANALYST

Instituto de Formación Técnica Superior N°21

March 2022 - in course

TEFL TRAINING

TEFL Certificate - The TEFL Academy, UK

Nov 2020 - Mar 2021

BUSINESS ENGLISH TRAINING

Certificate - The TEFL Academy, UK

Apr 2021

EDWARD BLEEKER High School 185

Queens, New York, USA

1993-1995

WORK EXPERIENCE

ProtopVA (USA)

2023 - current

Executive Administrative Assistant

- As an executive administrative assistant I offered support services to the company president.

Tasks: managing the calendar, booking travel arrangements, conducting research, supervising personnel, creating and organizing files and reports, and other tasks.

Main task: The role was to help streamline and manage the day-to-day operations of all the departments in the organization.

English InSight

October 2018 - 2023

EFL Instructor - remote/virtual

- Analyze/detect the needs of each student and their specific profession in all different areas.

- Design and implement the classes based on rigorous analysis of the student's needs.

- Design and implement different workshops:


Presentations, Business e-mailing

Business telephone/videoconferencing

- Classes were given through: Zoom, Meets, Teams, Skype.



PERSONAL INFORMATION

 (+54) 911 3350-8141

 Av. Rivadavia 6029 5A
-CAB- Argentina

 Argentina

 03/20/1980

 ashlucastr@gmail.com

 www.linkedin.com/in/ashlucastr

SKILLS

- English & Spanish language (native)
- English as a Foreign Language teaching
- Fluent in Business Vocabulary
- In-process python training

SOFT SKILLS

- Teamwork
- Excellent planning skills
- organizational, and time management skills
- Problem solving
- Creative
- people person
- good judgement of character and misc situations

HOBBIES

- Traveling is a true passion for me. I have traveled a lot and enjoyed meeting new people and experiencing different cultures.
- I enjoy learning new things

MARINA AYELEN LUNA CASTRO

Berlitz Corporation EFL - BVC Language Instructor - Implementation of different workshops: <ul style="list-style-type: none">PresentationsBusiness telephone/videoconferencing	March 2015 - Sept 2019
IBM US WAM CoC Project Administrator (Workstation Asset Management Center of Competence Project Administrator) (WW - Project for USA, Europe and Asia) <ul style="list-style-type: none">I was in charge of preparing and presenting analysis reports on a weekly basis.Research and report specific assigned business projects.Planning, tracking and documenting multiple projects.planning, organizational, and time management skills	april 2006 -2007
IBM iMAC CoordinatorIMAC Coordinator IMAC (Install, Move, Add & Change) (for IBM users in the USA) <ul style="list-style-type: none">Overall administration of the projectAnswering inquiries for usersSolving issues through an intranet ticket system.Research, create and present weekly and monthly reports.Coordination and documentation of IMAC	
PwC EFL Coordinator and teacher <ul style="list-style-type: none">Developed and implemented all tailor made courses for adult students working in different financial areas of PwC.	2008 - 2009
Arvato systems MSN Technical support Level 2 <ul style="list-style-type: none">Technical support for USA users Skills: Organizational Effectiveness · Cross-cultural Communication Skills	2005 - 2006
Arvato systems Microsoft Technical support Level 2 <ul style="list-style-type: none">Technical support for USA usersGave technical support to European Unions and UK users of Microsoft. Skills: Organizational Effectiveness · Cross-cultural Communication Skills	2004 - 2005
Teleperformance Argentina Microsoft Technical support Level 2 <ul style="list-style-type: none">Technical support for Europe users (email & chat)Technical support for USA users (phone) Skills: Organizational Effectiveness · Cross-cultural Communication Skills MCI <ul style="list-style-type: none">Customer Care (phone)	2003 - 2004