

# Grace Soraya

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(+84) 762598535

I am a highly ambitious person with a background in translation and English literature. I am passionate about giving people the best possible education specializes in English as a second language and also committed to safeguarding and promoting the education and well-being of my students. Right now, looking for a suitable position with a reputable academic establishment.

## EDUCATION

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- M.A** Gunadarma University, Linguistics September 2022  
Thesis: “An Annotated Translation of Zoological Terms from English into Indonesian”  
Advisor: Ahmad Jum’a Khatib
- B.A** Gunadarma University, English Literature March 2021  
Thesis: “Feminism Aspects in The Best American Short Stories 2019”  
Advisor: Ahmad Jum’a Khatib

## HONORS AND AWARDS

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**SARMAG Scholarship** 2020  
The SARMAG Scholarship, awarded by Gunadarma University, offers the opportunity for outstanding students to complete both their bachelor's and master's degrees within a condensed five-year timeframe, with the added benefit of full tuition coverage.

**Harvard Acceptance and Scholarship** 2016  
In 2016, admission to Harvard University was granted, accompanied by a 50% scholarship from LMI. Regrettably, due to economic constraints at the time, the offered scholarship had to be declined.

## TEACHING EXPERIENCE

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- English Teacher**, Compass Education January 2023 – Present  
Ho Chi Minh, Vietnam (Part-time)
- Collaborated with classroom teachers and support staff to integrate language learning across the curriculum.
  - Conducted ongoing assessments to evaluate students' language proficiency levels and track progress over time.
  - Designed engaging lesson plans focusing on listening, speaking, reading, and writing skills to facilitate language acquisition.

- Engaged in professional development opportunities to stay current with best practices in ESL instruction and language acquisition research.
- Fostered a culturally responsive and inclusive learning environment that celebrated diversity and promoted cross-cultural understanding.

**English Teacher**, Lenesson  
Berlin, Germany (Part-time)

December 2023 – Present

- Develop and deliver comprehensive lesson plans for virtual English classes.
- Assess and evaluate students' progress through various online assessment tools.
- Provide constructive feedback to enhance students' language proficiency.
- Maintain accurate records of student performance and attendance.
- Stay updated on educational technology advancements and incorporate them into teaching.

**Math and English Tutor**, VICademy  
Texas, United States

May 2023 – December 2023

- Offer expertise in one or more subjects, such as Math and English, or other academic disciplines, as required by the student's needs.
- Utilize online resources, educational tools, and materials to enhance the learning experience.
- Accommodate varying time zones and scheduling needs to work with a global or diverse student base.
- Conduct one-on-one or small group tutoring sessions online to address students' academic needs.

**English Teacher**, Genesis  
Jakarta, Indonesia

September 2022 – September 2023

- Plan, prepare, and deliver age-appropriate lessons that align with the curriculum, focusing on subjects like English, Math, Science, and other primary subjects.
- Create and maintain a well-organized and welcoming classroom environment that encourages active participation and a love for learning.
- Regularly assess student progress through quizzes, tests, and other evaluation methods to provide constructive feedback to students and parents.
- Foster students' social and emotional growth, emphasizing skills like teamwork, critical thinking, and problem-solving.

**English and Math Private Tutor**, Freelance  
Jakarta, Indonesia

March 2022 – July 2022

- Communicated frequently with parents to provide feedback and discuss instructional strategies.
- Planned and implemented integrated lessons to meet national standards.

- Regularly track and evaluate the student's progress and adapt lesson plans accordingly.
- Provide clear and engaging instruction, explanations, and demonstrations in both subjects, making complex concepts understandable.

**Math and English Teacher**, Yatim Mandiri August 2019 – March 2022  
Depok, Indonesia

- Planning and implementing direct instructional strategies for full classes, small groups, and individual IEP support
- Developing comprehensive plans to implement subject matter in line with education goals
- Updating reports and records of student attendance, grades and test scores
- Monitoring students to identify and address problem behaviour
- Administering standardized and informal tests to evaluate student progress

**Teaching Assistant**, Gunadarma University June 2019 – August 2019  
Depok, Indonesia

- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Partnered with teacher to plan and implement lessons following school's curriculum, goals and objectives.
- Teach students in reading, language arts and other subjects.

## **ENGLISH CERTIFICATES**

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**120-hour TESOL/TEFL Certification**, World TESOL Academy January 2024  
Total score of 92.31%

**TOEFL Certification**, English Varsity May 2022 – May 2024  
Total score of 587

**EF SET Certificate**, English First Since May 2022  
C2 Proficient

**English Education for Tourism**, BNSP January 2022

## **COMMUNITY SERVICE**

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**GTP Youth Organization**  
Head of Public Relations, Depok, 2017

## **LANGUAGES**

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**English:** C2 Mastery

**Indonesian:** Native Language

**Melayu:** Fluent

**Spanish:** Novice

## REFERENCES

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**Enny Purwaningsih**, Former Employer  
Head of School  
Yatim Mandiri, Depok  
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**Dr. Ahmad Jum'a Khatib**, Lecturer & Thesis Advisor  
English Lecturer  
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