



Andrea Ponce Zambrano

EFL Teacher

☎ +593 999 855 451 ✉ andrea_ponce@hotmail.com

ABOUT ME

Skilled teacher with nine years of background in early education. Experienced leading recreational and educational activities and facilitating classroom management. Positive role model and successful in building bonds with students, parents, teachers, and administrators.

TEFL CERTIFICATION

Oct. 2023– Mar. 2024

Level 5 168 Hour Certificate / The TEFL Academy, UK.

- Created lessons for a variety of levels, from pre-intermediate to advanced.
- Teaching speaking, listening, reading, and writing.
- Material and resource creation.
- English grammar and how to teach the essential language.
- Needs analysis and teaching in different situations.
- Classroom management and teaching techniques.

EDUCATION

Apr. 2019– Apr. 2020

Master Of Psychopedagogy

University of Barcelona

Mar. 2015 – May 2019

Graduate in Education

University San Francisco de Quito

WORK EXPERIENCE

Highlands School Quito | Aug. 2022– Present

Teacher Assistant

- Organized classroom materials to help teachers prepare for daily instruction and activities.
- Partnered with the teacher to plan and implement lessons following the school's curriculum, goals, objectives, and philosophies.
- Used behavior modeling and specialized teaching techniques to share and reinforce social skills.
- Aided teachers with classroom instruction and provided clerical support for diverse needs.
- Participated in lesson planning and curriculum implementation through the use of constant learning and teamwork, which promoted quicker rollout and delivery.

PERSONAL DETAILS

- Date of birth: Sept. 27th, 1988
- Marital status: Single.
- Nationality: Ecuadorian.

SKILLS

- Organization skills
- Problem solver
- Community relationship builder and
- Goal-oriented
- Active listening
- Classroom management
- Lesson planning
- Teamwork

LANGUAGES

English

Advanced

Spanish

Native

HOBBIES

- Pilates
- Reading
- Drawing
- Traveling

COURSES AND CERTIFICATIONS

STEM+ Education / Feb. 2024 /
University San Francisco de
Quito

First Aid / Nov. 2023 /
Inmunomed Services

English C2.1 Level / Aug. 2021 /
EF Educación Internacional

TCEA Conferences / Feb. 2020 /
TCEA- Austin, TX

Neurofuction Level 2 / Nov. 2019
/ EATA.

Concept-based Learning / Feb.
2019 / American School of Quito
- Ib Program.

NAEYC Conferences / Nov. 2018
/ NAEYC- Washington, DC.

Ignite your S.H.I.N.E Workshop /
Sept. 2018 / American School of
Quito

Conscious Discipline / Sept.
2018 / University San Francisco
of Quito.

Neurofuction Level 1 / Sept. 2018
/ EATA.

High Capacities Workshop /
Sept. 2017 - Feb. 2018 /
American School of Quito

First Aid / Aug. 2016 / American
School of Quito- Red Cross
Ecuador

Making the PYP happen / Nov.
2016 / American School of
Quito- IB Program

Terranova School | Sept. 2021- June 2022

Core teacher

- Participated in weekly planning with 2nd-grade core teachers.
- Prepare materials for daily instruction.
- Manage the well-being of students in every class.
- Have constant communication with parents.
- Help students acquire their learning through different learning experiences based on IB program, Guided Math or Fountas and Pinnell.

Self-Employed | Sept. 2020- July 2021 Teacher

- At-home education for young kids.
- Plan and create learning experiences.
- Create learning material.

American School of Quito | Jan. 2016- Nov. 2019

Teacher Assistant

- Organized classroom materials to help teachers prepare for daily instruction and activities.
- Partnered with the teacher to plan and implement lessons following the school's curriculum, goals, and objectives.
- Used behavior modeling and specialized teaching techniques to share and reinforce social skills.
- Aided teachers with classroom instruction and provided clerical support for diverse needs.
- Participated in lesson planning and curriculum implementation through the use of constant learning and teamwork, which promoted quicker rollout and delivery.

Gymboree | June 2015- July 2016

Teacher

- Communicated frequently with parents, students, and faculty to provide feedback and discuss instructional strategies.
- Enhanced 'students' learning by optimizing a wide range of instructional approaches and innovative classroom activities.
- Develop learning activities that encourage students to learn in the School Skills Program.
- Follow instructional guidelines to provide learning experiences for children and parents through Play and Learn classes.

REFERENCE

Daniela Espinosa

Highlands School / Human Resources Coordinator

Phone: +593 2 394 4740

Email : daespinosa@highlandsquito.edu.ec

American School of Quito / Human Resources

Phone:+593 2 397 6300

Terranova School / Human Resources

Phone: +593 2 356 4000

Gymboree / Human Resources

Phone: +593 98 722 5168