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## **RUBYLEN F. SIMEON**

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#1714 Fortune Tower Jianxi District Luoyang Henan China /

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### **Professional Summary**

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Responsible, adaptable and reliable children and adults Spoken English and Reading teacher with excellent communication skills demonstrated and enhanced by 19 years of teaching experience. Passion for education, especially Spoken English for students of all ages. Motivated, efficient, enthusiastic and eager to learn new things kind of educator with a strong desire to foster a cohesive and fun learning atmosphere. Specialize in managing students effectively and maximizing learning opportunities in diverse classroom setting. Conduct training to colleagues and undergraduates university students major in English.

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### **Qualifications**

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- \* Teaching, tutoring and conducting IELTS and TOEFL Speaking Mock Test
- \* Bachelor of Secondary Education major in English graduate
- \* Effectively and easily work with parents and colleagues
- \* Motivating students
- \* Interactive teaching/learning
- \* Innovative lesson planning
- \* Classroom management
- \* Teaching kids (4-15) and adults
- \* Conducting training for teachers
- \* Teaching Online

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### **Experience**

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<b>IELTS Speaking/TOEFL Speaking Teacher</b>	<b>October 2009 - Present</b>
<b>Reading Teacher(Good English Books)</b>	<b>Luoyang China</b>
<b>GLOBAL IELTS Luoyang China Branch</b>	

- \* Teach VIP and Big Classes GESE (Graded English in Spoken Exam)
- \* Teach IELTS and TOEFL Speaking
- \* Teach Reading class to kids
- \* Conduct IELTS Speaking Mock Test
- \* Give feedback both written and voice using apps
- \* Applied progressive teaching principles to a class of 40 students

- \*Establish and enforce rules
- \*Receive high remarks for the creativity of classroom lesson plans and instructional technique from students, parents and faculty.
- \*Train colleagues and undergraduates Education major
- \*Update syllabus
- \*Design new courses
- \*Teach online lessons

**Freshman and Sophomore Instructor**  
**Suqian College**

**September 2007 to August 2009**  
**Suqian Jiangsu Province China**

- \*Developed, administered, and corrected tests and quizzes in a timely manner.
- \*Implemented interesting and interactive learning atmosphere.
- \*Gave weekly lecture to faculty and students.
- \*Conducted English Corner

**First Year Adviser and Literature Teacher**  
**The Immaculate Heart Of Mary School**

**June 2002-July 2007**  
**Paranaque City Philippines**

- \*Routinely informed students' parents and met them regarding in-class issues
- \*Facilitate learning by employing various literary pieces
- \*Organized speech choir competition and other interactive activities
- \*Used SRA to enhance students' reading comprehension and master some lexical resources
- \*Handed lesson plan and grades in timely manner.
- \*Easily adapt to the given situations.

**Primary and Senior High school English Teacher**  
**The Fisher Valley College**

**June 2001- April 2002**  
**Taguig Metro Manila**

- \*Handled grade 5, first year and fourth year students
- \*Supervised students learning progress by conducting monthly Spoken Test.
- \*Administered tests and quizzes to evaluate students learning progress.
- \*Talked with fellow teachers on how to improve our teaching skills.

### **Education**

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**Bachelor of Secondary Education major in English**      **2001**  
 University of Makati Philippines

**High School**      **1995**  
 Boljoon National High school

**Elementary/Primary**      **1991**  
 Upper Becerril Elementary School

## **Skills**

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- \* Curriculum design**
- \*Training new foreign teachers**
- \*Fluent in English**
- \*Can speak and comprehend basic Mandarin**
- \*Good at performing arts especially dancing, acting and singing**
- \*Computer literate**