

EDNA C. MERCADO - TRINIDAD

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PROFESSIONAL SUMMARY

I am a passionate, dedicated and resourceful English language teacher with an exceptional track record of mentoring students to write and speak English. Noted for my commitment to educate and empower students to excel in the use of the English language. I am genuine, adaptable and team-oriented and recognized as a life-long learner.

WORK EXPOSURES:

- **College English Instructor** – 11 years teaching experience
- **High School English Teacher** – 11 years teaching experience
- **Religion/Theology Teacher** – 3 years teaching experience
- **Moderator/Adviser** of the student publications
- **Facilitator** of in – Service Trainings for teachers and students
- **Critic / Reader** of undergraduate and graduate theses
- **Organizer** of student activities
- **Chair/Member** of the Board of Judges: oration, extemporaneous speaking, essay writing, slogan writing
- **Critic/Coordinator** of practicing student-teachers
- **Member** of the evaluation team for the final demonstrations of practicing student-teachers
- **Moderator/Master of Ceremony** – graduation and special school events
- **Winning Coach** for Poetry Reading Competitions – National Level (4 consecutive years)

EDUCATIONAL BACKGROUND

Highest Education

Level	:	Master of Arts in Education
Major	:	English
Institute	:	Cagayan State University, Aparri, Cagayan, Philippines
Thesis	:	Cognitive Academic Language Proficiency of College Sophomores
Date Attended	:	2001 – 2006

Second Highest Education

Level	:	Bachelor of Secondary Education
Major	:	English
Minor	:	Theology
Institute	:	Saint Louis College of Tuguegarao
Date Attended	:	1992 - 1996
Award	:	Chaplain's Award

ELIGIBILITY

- Licensure Examination for Teachers
- IGCSE Course (Introduction Course Completed)
- TESOL Certificate

EMPLOYMENT HISTORY

BINTANG MULIA SCHOOL

No. 1 Mekar Kencana Street, Istana Mekar Wangi
Bandung, Indonesia 40237

Full-time Middle School and High School English Teacher

Inclusive date: 2014 – Present

Job Descriptions:

- Teach English to Grades 7 to Grades 11 students
- Organize Annual English Day Celebrations
- Coach students and won best for Poetry Reading Competitions Intra-School Competitions - National level (4 consecutive years)
- Organize and advise English Club

BINA PERSADA SCHOOL

Cemara Raya Blok K, Setra Duta Residence
Bandung, Indonesia

Full-time High School English and Literature Teacher

Inclusive date: 2013 – 2014

Job Descriptions:

- IGCSE English as First Language teacher
- Revised Curriculum Outlines
- Prepared weekly lesson plans for execution
- Prepared and conducted quizzes and examinations
- Recorded and computed grades
- Advised Secondary 1 Class
- Conducted Parent-Teacher Conference
- Taught English and Literature Subjects

UNIVERSITY OF SAINT LOUIS

School of Education, Arts and Sciences
Tuguegarao City, Cagayan Valley

Full-time College English Instructor**Part-time Theology Instructor**

Inclusive date : 2011 – 2013

Job Descriptions:

- Revised syllabi for the course
- Prepared and conducted quizzes and examinations
- Recorded and computed grades
- Advised school publication
- Coached Press Conferences (Tertiary Level)
- Taught English Grammar, Speech and Oral Communication, Literature, Teaching of Speaking, Writing in the Discipline and Theology

PHILIPPINE INTERNATIONAL SCHOOL – QATAR

Doha, Qatar, P.O. Box 9875

Full-time English Teacher

Inclusive date : 2008 – 2010

Job Descriptions:

- Prepared lessons for execution
- Taught higher English subjects, Campus Journalism, Speech and Oral Communication, and Values Education
- Prepared and conducted quizzes, semi and quarterly exams for students
- Recorded and computed grades
- Advised editorial staff of the School Publication
- Organized speech fest activities
- Facilitated in-service trainings for the teachers

CAGAYAN STATE UNIVERSITY

College of Education

Tuguegarao City

FULL-TIME COLLEGE INSTRUCTOR (Instructor III)

College of Education

Tuguegarao Campus : 1999 – 2004

Aparri Campus : 2004 – 2008

POSTGRADUATE LECTURER (Master's)

Inclusive date : June 2006 – November 2006 (one semester)

Job Descriptions:

- Taught English subjects: Communication Arts, Technical English, Study and Thinking Skills, Grammar and Composition, Speech and Oral Communication, World Literature, Philippine Literature, Business English Correspondence, Developmental Reading, Creative Writing, Mass Communication Theories, and Research Writing
- Advised students with their undergraduate theses
- Evaluated final demonstration of student-teachers
- Educated students in proper writing techniques and suggested alternative style methods, organizational formats and more appropriate sentence structures.
- Conducted language needs analysis among students in the university
- Reviewed and revised English Subjects syllabi
- Developed language training program for students
- Edited students' research
- Trained with integrated approaches to Teaching English as a Second Language (TESL)

LYCEUM OF APARRI

Aparri, Cagayan

HIGH SCHOOL TEACHER

Inclusive date : 1996 – 1998

Job Descriptions:

- Taught English Subjects, Values Education and Theology
- Advised Campus Ministry
- Moderator for the Outreach programs of the high school department
- *Part-Time College Instructor*

CORE SKILLS: strong collaboration skill, independent worker, adaptable, empowering, leadership skill, detailed and accurate, computer proficient, problem solver, efficient multi-tasker, resourceful, team player, quick learner

TALENTS: dancing, singing, acting, play guitar and ukulele, stand-up comedy

REFERENCES

TOMASA IRINGAN

Dean, Cagayan State University

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