



## **JELIJAH P. NAPAWIT**

**Address:** Tacdangan, Cabatuan, Iloilo Philippines

**Email:** [jelijahnapawit@gmail.com](mailto:jelijahnapawit@gmail.com)

**Skype:** jelijah.napawit

**Mobile No.** +66 973151167

### **ENGLISH/ ESL/ ELA TEACHER**

#### **SUMMARY OF QUALIFICATIONS/ OBJECTIVE**

Creative and passionate English/ English Language Arts teacher with eighteen years of solid and extensive teaching experience all over the world including the Philippines, Japan, Saudi Arabia and Thailand. Offers a proven track record in teaching, currently seeking an English teaching position in any school district in the USA.

#### **EDUCATIONAL BACKGROUND**

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|--------------------------|---|
| <b>MASTER'S DEGREE</b>   | : Master of Arts in Education major in English Language Teaching<br>(M.A.Ed. English Language Teaching) |
| <b>SCHOOL</b>            | : West Visayas State University, La Paz, Iloilo City, Philippines<br>June 2000- March 2010              |
| <b>YEAR GRADUATED</b>    | : March 30, 2010  |
| <b>BACHELOR'S DEGREE</b> | : Bachelor of Arts in English (A.B. English)  |
| <b>SCHOOL</b>            | : West Visayas State University, La Paz, Iloilo City, Philippines<br>June 1995 – March 1999             |
| <b>YEAR GRADUATED</b>    | : March 21, 1999  |

#### **TEACHING EXPERIENCE**

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|----------------------------|--|
| <b>Company Name</b>        | : <b>St. Theresa International College, Thailand</b>                         |
| <b>Position</b>            | : English Lecturer/ English Coordinator, Department of Humanities/ Education |
| <b>Employment Duration</b> | : May 26, 2014 – March 31, 2015; August 22, 2016 – present                   |
| <b>Location</b>            | : Nakhon Nayok, Thailand   |

#### **Duties and Responsibilities**

- planned, coordinated and conducted meetings, programs and seminars; managed and evaluated the delivery of English courses and programs according to the standard criteria of Thai Qualification Framework for Higher Education (TQF-HEd); coordinated with the academic staff and teaching faculty to achieve Quality Assurance criteria; prepared midterm and final exams; feedback suggestions and encouraged peer teaching and sharing; coached and trained college representative for academic speech contests.
- standardized the English teaching materials for basic English subjects
- devised a standard and consistent Thai Qualification Framework (TQF 3) used for all general English subjects
- Reviewed, checked and approved TQF 5 of the English team teachers

|                            |  |
|----------------------------|--|
| <b>Company Name</b>        | : <b>CINOP Female College, Colleges of Excellence, KSA</b> |
| <b>Position</b>            | : English/ ESL/EFL Teacher                                 |
| <b>Employment Duration</b> | : March 29, 2015 – March 2016                              |
| <b>Location</b>            | : Al Ahsa, Saudi Arabia                                    |

#### Duties and Responsibilities

- taught English as a Foreign Language to female Saudi college students, A1- B1 CEFR levels; prepared students for KET and PET examinations; invigilated Cambridge examinations, prepared midterm and final examinations, held meetings and participated in academic concerns of the college

**Company Name** : **Fujimigaoka Youchien, Oita City, Japan**  
Position : English Language Teacher  
Employment Duration : March 2012- March 2014  
Location : Oita City, Japan

#### Duties and Responsibilities

- taught English Language for Japanese children; submitted a weekly narrative evaluation and performance assessment; closely monitored child's monthly progress; arranged and facilitated outside trips and extra-curricular activities; conducted after school English classes for Japanese elementary students.
- pioneered the English and international program of the school
- spearheaded in designing the English curriculum/ program for International Classes
- standardized the material used for English classes

**Company Name** : **Western Institute of Technology**  
Position : Professor I, College of Arts and Sciences  
Employment Duration : June 2011- March 2012  
Location : Iloilo City, Philippines

#### Duties and Responsibilities

- taught English related subjects for college students of various courses and levels; designed syllabus for English Courses; planned and prepared meaningful lessons and instructions for college students; prepared and conducted tests and major exams for college students; solved and submitted grades according to their academic performance and assessment.
- Assisted in designing course outline and syllabus for English subjects

**Company Name** : **Angelicum School Iloilo, Jaro, Iloilo City, Philippines**  
Company Industry : Education  
Position : English Teacher for Elementary and High School Department  
Employment Duration : June 2003- May 2011  
Location : Iloilo City, Philippines

#### Duties and Responsibilities

- taught Language, Speech, Reading, Writing and other related subjects to elementary and high school students; supervised individualized teaching according to the school's educational system; monitored individual progress and academic performance according to the school's non-graded system; made sure that the learning competencies have been mastered by students; trained, coached and won English- related academic and literary contest.
- devised standard materials/ checklist of learning competencies for English subjects according to the school's non-graded educational system
- won some academic and literary contests such as spelling bee, extemporaneous speech, verse choir, oration and other similar activities.

**Company Name** : **St. Louise de Marillac School of Miagao**  
Company Industry : Education  
Position : English Teacher for High School Students  
Employment Duration : June 2002- March 2003  
Location : Miagao, Iloilo

#### Duties and Responsibilities

- taught Language, Speech, Reading, Writing and other English related subjects to high school students; planned and prepared daily activities and lessons for the students; prepared and conducted tests and major exams; assessed individual progress and academic performance of the students

## **PART-TIME JOBS**

- Company Name** : **Interactive Institute of Technology, La Paz, Iloilo City, Philippines**  
English Instructress/ Lecturer, June 2011- March 2012
- Company Name** : **Worie International Language Institute, Jaro, Iloilo City, Philippines**  
: Part-time English Tutor ,April 2008- March 2010
- Company Name** : **Transglobal Prep School, Jaro, Iloilo City, Philippines**  
: Part-time English Tutor, June 2008- March 2009
- Company Name** : **ePLDT Ventus, Molo, Iloilo City, Philippines**, Call Center / IT-Enabled Services  
: Customer Service Representative ,May 2006 and May 2007

## **PUBLISHED PAPERS**

**Napawit, Jelijah** and Casta, Janet, Validating Learner Fit of Commercially Available Instructional Material (February 12, 2018). Available at  
SSRN: <https://ssrn.com/abstract=3122857> or <http://dx.doi.org/10.2139/ssrn.3122857>

DEL VILLAR, Dr. Juan Rodrigo B.; **NAPAWIT, Jelijah**. Students' Self-Efficacy and Motivation on their Academic Performance in using English Language. **St. Theresa Journal of Humanities and Social Sciences**, [S.l.], v. 4, n. 1, p. 38-49, June 2018. ISSN 2408-2120. Available at:  
<<https://journal.stic.ac.th/index.php/sjhs/article/view/47>>

## **LICENSE/CERTIFICATES**

- : Licensure Examination for Teachers (English)  
Philippine Professional Regulation Commission, October 1999
- 120 Hours Professional TEFL Certification,  
TEFL UK, November 2019
- International English Language Testing System (IELTS)  
Overall band - 7.0; CEFR Level- C1  
British Council, November 2015

## **INTERESTS/ HOBBIES**

- : international travels, foreign languages, outdoor activities, culture, dancing cooking, singing, net surfing, watching series

## **SKILLS**

- : flexibility, communication, adaptability, interpersonal, decision making, time management, critical thinking

## **REFERENCES**

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### **DR. MARK ANTHONY PAALISBO**

Program Head, Faculty of Education  
St. Theresa International College Thailand

Email: [paalisbo.mark07@gmail.com](mailto:paalisbo.mark07@gmail.com)  
Mobile: +66 966570379

### **DR. MA. ARLEN ARELLADO**

Research Coordinator/ Professor, Faculty of Education  
St. Theresa International College Thailand

Email: [arlen.thailand@gmail.com](mailto:arlen.thailand@gmail.com)  
Mobile: +66 952849923

### **DR. JUAN RODRIGO DEL VILLAR**

Dept. Head/ Tourism and Hotel Department  
St. Theresa International College

Email: [janjan.jrdv@gmail.com](mailto:janjan.jrdv@gmail.com)  
Mobile: +66 803125460