

# Emilio Resurreccion Paz Jr.



## PROFILE:

The candidate is a qualified **lecturer & administrator/manager** who has the following background:

- a substantial work experience overseas (Kingdom of Saudi Arabia and China) as well as in Philippine local and international schools;
- a significant work experience teaching Saudi university students (English language Foundation Program) as well as students in an international school setting (American & British curriculum/IGCSE/AS & A levels);
- an **ESL/EFL/EAP** and **TOEFL/IELTS** teaching experience;
- a **TESOL certificate** from a Philippine government agency and;
- a **Graduate Diploma in Language and Literacy Education (DLLE)** as well as a **Master of Arts degree in Language and Literacy Education (MLLE)** both obtained from the University of the Philippines.

## MAJOR ACHIEVEMENTS:

The candidate has successfully demonstrated the following:

- Contributed to the accreditation of his previous employer to ABET (Accreditation Board for Engineering and Technology, Inc.) as a member of the assessment sub-committee within the English Language & Preparatory Year Institute at Jubail Industrial College.
- Designed and implemented the English corner program of Zhongxiang No. 2 Middle School, China.
- Assisted in designing the TOEFL and IELTS review materials of C.P.C. Saudi Aramco Schools, Kingdom of Saudi Arabia.
- Worked as a Debate Club moderator and thesis adviser to high school students at Southville International Schools and Colleges, Philippines.
- Graduated with Academic Honors (Silver Medalist) and received the Best in Thesis Award at San Beda College, Philippines.

## TEACHING EXPERIENCE:

August 2019-  
July 2021

**ULink College of Guangzhou (Nansha Guangzhou, China)**  
[www.ulinkcollege.com](http://www.ulinkcollege.com)

Job Title:

**Head of English Department (English Language Teacher)**

Job Description:

ULink College of Guangzhou (ULC) is a private international school which uses the British curriculum (IGCSE, AS & A levels). It is also a member of the Council of International Schools (CIS).

As an English language teacher, the candidate:

- prepared the syllabus, SOW (schemes of work) and other related documents.
- wrote weekly lessons plans following the prescribed format of the school.
- attended required school activities and events.

As the Head of the English Department, the candidate:

- maintained three-way communication with the Senior Leadership Team and within the department.
- fulfilled a leadership-directed role in the evaluation of teaching and learning at the school, including formal observations of the lessons of returning teachers within their department.
- conducted regular department meeting.
- attended biweekly HoD meeting and organize Department Meetings.
- oversaw the production, development and implementation of the Scheme of Work.
- ensured deadlines for assessment and data from AO are kept.
- gathered and disseminated student progress data in order to strategize plans for student improvement.

**March 2009-  
May 2019**

**English Language & Preparatory Year Institute  
(Royal Commission for Jubail, Saudi Arabia)**  
[www.jic.edu.sa](http://www.jic.edu.sa)

Job Title:

**College Instructor & Planning and Scheduling Supervisor**

Job Description:

Jubail Industrial College has its roots in 1978 when the Royal Commission for Jubail and Yanbu established a skills training center, to develop skilled manpower required by the Kingdom. In 1982, the skills training center was upgraded into an institute named the Royal Commission Jubail Human Resources Development Institute.

Jubail Industrial College, the Kingdom's largest and most sophisticated, is a 'semi autonomous' technical institute governed by the Board of Directors of the Royal Commission. At the college level the activities concerning academic, administrative and student services are administered by the Managing Director along with the College Deputy for Education and Training Affairs, and the College Deputy of Student Affairs according to by-laws and College Council decisions.

As a College Instructor in the Foundation Year Program, the candidate:

- prepared weekly lessons based on the approved pacing schedule and reference books and;
- taught the following main areas of the English language: reading, writing, listening and speaking (A1, A2, B1 & B1Plus Levels);
- attended workshops and seminars organized by the institute.

The candidate was also the Planning and Scheduling Supervisor at the same language institute. The position entails the following major responsibilities.

- Recommend/participate in the preparation and implementation of the overall policy for the infrastructure, action and operational plan, rules and procedures, registration, determining of the number of sections, capacity and the number of students who will be registered.
- Coordinate with Program Directors and supervise the implementation of action plans, timetables, and exam schedules.

- 2006 – 2008**                      **Zhongxiang No. 2 Middle School (Hubei, China)**
- Job Title:                              **English Teacher (EFL/Foreign Experts Department)**  
 Job Description:                      Zhongxiang No. 2 Middle School is a government school located in the heart of Zhongxiang City. It is the oldest middle school in the city.
- As an EFL teacher, the candidate:
- prepared weekly lessons based on the students' current level and skills;
  - designed exams which incorporated both previous lessons and some situational dialogues and;
  - taught students at some primary schools in Zhongxiang City.
- 2005 – 2006**                      **College Preparatory Center (Saudi Aramco Schools, Saudi Arabia)**  
[www.saudiaramco.com](http://www.saudiaramco.com)
- Job Title:                                **IELTS and TOEFL Teacher (English Department)**  
 Job Description:                      CPC (College Preparatory Center) is a special school managed by Saudi Arabia's biggest oil company – **Saudi Aramco**. The school was established as a preparatory school for Saudi high school graduates who intend to study abroad (USA, Europe, Australia, etc.). The students are carefully selected all over the Kingdom of Saudi Arabia and are also required to take a placement test to determine their abilities in English, Math and other disciplines (Physics, Geology, etc.).
- 2003 – 2005**                      **Al-Ghad Schools (Riyadh, Saudi Arabia)**  
<http://www.alghad.edu.sa/>
- Job Title:                                **English Language Teacher (Grade School)**  
 Job Description:                      AL-Ghad Schools is an international school catering to Arab students in Riyadh City owned and operated by a group of businessmen from the Gulf and Mediterranean area. The school is ranked second in a list of schools with an English Curriculum.
- As a grade school teacher (grades 4-6), the candidate:
- prepared weekly lessons based on the school's curriculum for English;
  - taught some students with special needs like ADHD and;
  - attended departmental meetings and other school functions.
- 2002 – 2003**                      **Southville International School and Colleges (Las Piñas, Philippines)**  
<http://www.southville.edu.ph/>
- Job Title:                                **EAP Teacher/Humanities Instructor (High School & College)**  
 Job Description:                      Southville International School and Colleges is an international school catering to Filipino, Chinese, Japanese and Korean students in the Philippines. The school is accredited by the *Western Association of Schools and Colleges (W.A.S.C.)* in California, U.S.A. The school is also I.S.O. (International Standards Organization) certified.
- As a high school teacher, the candidate:
- prepared weekly lessons following the subject's syllabus;
  - attended departmental meetings and school functions like parent-teacher conferences, school competitions, seminars, etc., and;
  - performed other duties like student mentoring, club moderating (Debate Club), and others.

**2000– 2001**                      **Far Eastern University (Manila, Philippines)**

[www.feu.edu.ph](http://www.feu.edu.ph)

Job Title:

**College Instructor (Department of Humanities and Arts)**

Job Description:

Far Eastern University (FEU) is a private university founded by the Americans during the Philippine Commonwealth (1930s) in the Philippines. The school offers collegiate courses from the arts, sciences, engineering,

#### **OTHER EXPERIENCE:**

2001-2002

ISUZU Automotive Dealership, Inc. (Muntinlupa, Philippines)

1998-1999

Manila Polo Club (Makati City, Philippines)

#### **SKILLS:**

- Proficient in Windows-based applications (MS Office/Teams, Adobe Pagemaker, etc.)
- Knowledgeable & experienced in using e-testing software (QuestionMark Perception), Oracle-based Student Information System (EDUGATE) & Distance/Online Learning Pedagogies
- Fluent and proficient in English
- Acquired language skills (beginners/conversational level) in Arabic & Chinese languages

#### **QUALIFICATIONS / EDUCATION:**

2019

**TESOL Certificate**

Technical Education and Skills Development Authority  
Cebu City, Philippines

2017

**Master of Arts in Language and Literacy Education**

Faculty of Education  
University of the Philippines  
([www.upou.edu.ph](http://www.upou.edu.ph))

2012

**Diploma in Language and Literacy Education**

Faculty of Education  
University of the Philippines  
([www.upou.edu.ph](http://www.upou.edu.ph))

1998

**Bachelor of Arts in Philosophy and Human Resource Development**

Department of Philosophy  
San Beda College ([www.sanbeda.edu.ph](http://www.sanbeda.edu.ph))  
Manila, Philippines