

Celestianne

Canada
Tel#: (403) 241-1111 www.celestianne.com

WORK EXPERIENCE

- 2022-present **Adult Online ESL Instructor, Carrot Global Inc.**
- Delivered one-on-one English classes via Zoom to Korean adults in Korea
 - Used Bria VOIP phone to call students and to conduct audio English classes
 - Showed students OPIC textbook and other ESL materials via Zoom meeting
 - Identified at least three corrections and wrote them in a feedback after every English class
- 2017-2021 **Online English Teacher, VIPKID**
- Taught 5,804 American K-12 education lessons online to 1,871 foreign young students living in China
 - Facilitated the Booknook Reading program to elementary American students through VIPKID's partner, Booknook
 - Provided feedback after each English class
 - Provided teacher feedback to track student progress and interests
- 2011-2017 **Dayhome Early Childhood Provider, Odyssey Childcare Agency**
- Worked with families with different cultures; including immigrant families
 - Taught and sang simple nursery rhymes repetitively
 - Made journals to track children's progress and varying interests
 - Provided childcare on average nine and a half hours per day
 - Planned field trips and various activities based on child's interests
- 2007-2011 **Helpdesk Analyst, Calgary Board of Education**
- Remotely assisted users(CBE staff/principals/teachers) with their MS Office issues
 - Assisted users to meet password standard for password reset
 - Logged/followed-up warranty requests between PC Corp service and school technicians
 - Instructed MS Outlook users to set-up their personal folders(.pst files) in Outlook
 - Made outbound phone calls to CBE staff to assist them with their email
- 2005-2007 **Missionary Representative, the Church of Jesus Christ of Latter-day Saints**
- Contacted 140 individuals weekly; door-to-door, street-contacting, referrals from others
 - Taught at least 8 lessons/presentations weekly in the Philippines
 - Resolved client concerns; developed relationship of trust
 - Received 3-week training in Provo, Utah, USA
 - Released and returned with honor on the 2nd week of June 2007
- 1998 – 2001 **Crewperson, McDonald's Restaurant**
- Awarded Employee of the Month after the first 2 months of work

EDUCATION

- 2018 **120-Hour TESOL (Teaching English to Speakers of Other Languages) Certificate**
International Open Academy (Online)
- 2012 **Child Development Assistant**
Base Corp Learning Systems (Lethbridge, Alberta, Canada)
- 2002- 2005 **Bachelor of Science in Computer Information Systems**
DeVry University, formerly known as "DeVry Institute of Technology" (Calgary, Alberta, Canada)

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SKILLS

Technological Literacy

- Knowledgeable in Zoom meetings, VIPKID app, Facebook Messenger, Canva, Skype, Microsoft Office 2003/2007, Active Directory, HEAT Call Logging System, Remote Assistance

VOLUNTEER AND INTEREST

English-Spanish Part-Time Volunteer Teacher, Lethbridge, Alberta (2020)

- Created and maintained the FHE Facebook Page for Hispanic English learners online
- Assisted in teaching English with the Spanish-speaking missionaries of the Church of Jesus Christ of Latter-Day Saints via zoom
- Created games and activities for Hispanic English Learners via zoom

Calgary Globalfest Philippine Pavilion, Stage and Performance Volunteer (2007)

- Contacted coordinators from various Filipino Associations to have performers on stage
- Promoted Globalfest by communicating to an editor to publish an article

The Church of Jesus Christ of Latter-Day Saints, Missionary Service (2005-2007)

- Taught restored gospel to approx. 8 individuals per week in Manila, Philippines for 18 months