

# Ridvaniyyih Qurattul Ayn Willis



**Date of Birth:** September 18<sup>th</sup>, 1978

**Ethnicity:** Amerasian  
(American mix Asian)

**Native Language:** English

**Citizenship:** USA

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**Marital Status:** Single

**Mobile:** +65-8161-2589

## EDUCATION

### Oklahoma City University

- Bachelor of Arts in Mass Communication

Major: Liberal Studies

## QUALIFICATION

### London Teacher Training College

- Diploma in Teaching English to Speakers of Other Languages (TESOL)

### ASET (UK)

- Level 5 Award Certificate

## RELAVANT WORK EXPERIENCE

AUGUST 2009 – PRESENT

### Training Manager / ESL Instructor, GEOS Language Centre Singapore

- Develop the school's curriculum for different levels including: elementary, pre-intermediate, intermediate, and upper intermediate.
- Conduct lessons according to the school's curriculum and enrichment programs.
- Organize and participate in school events.
- Design ESL instructor training programs.
- Schedule ESL instructors' classes.
- Source, pre-screen, interview and reference ESL instructors to ensure their suitability for both temporary and permanent roles.
- Train ESL instructors.

FEBURARY 2008 – JULY 2009

### ESL Instructor, GEOS Language Centre Singapore

- Conduct lessons according to the school's curriculum and enrichment programs.
- Classroom management and maintain a pleasant learning environment.
- Set up learning corners.
- Carry out routine care duties.
- Develop exams paper for levels: elementary, pre-intermediate, and intermediate.
- Incorporates effective practice of target language in language and skills lessons

SEPTEMBER 2005 – JANUARY 2008

**Private Tutor**

- Prepare students for TOEFL exam.
- Prepare Korean, Japanese, and Taiwanese students for American school entrance examinations.
- Use a variety of teaching methodologies and techniques that suit individual ELLs.

JUNE 2004 – MAY 2005

**Teacher Manager / ESL Instructor**, Joy Children's Language School (Taiwan, Xin-Dian branch)

- Marketing and administration of school.
- Identify new areas of child and student services and develop long term expansion plans.
- Prepare course objectives and course outline following curriculum guidelines or requirements of government.
- Plan student recruiting activities.
- Organize events.

MARCH 2002 – JUNE 2004

**ESL Instructor**, Joy Children's Language School (Taiwan, Xin-Dian branch)

- Encourage student interaction in pairs and groups with a variety of activities, creating a student-centered environment.
- Manage students effectively, by demonstrating good classroom management skills.
- Instruct ELLs aging from 6 to 18 the English language and literature.

**OTHER WORK EXPERIENCE**

AUGUST 2001 – MAY 2005

**Freelance Translator**

- Translate documents from English to Chinese, vice versa.

**LANGUAGE SKILLS**

- English: Native
- Chinese: Advanced
- Korean: Beginner
- Japanese: Beginner

**OTHER SKILLS**

- Computers: Adobe Photoshop, Adobe Illustrator, Microsoft Word, Excel, and Internet capabilities.