

RECY TAKAHASHI

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OBJECTIVE:

To obtain a challenging position that will put my passion and strong dedication to children's growth and development as well as to fulfill their educational needs.

EXPERIENCE

AIC Kids/Teens

English Teacher |February 2023-August 2023

- Plan and deliver lessons
- Help students achieve their Eiken goals by guiding them in the reading, listening, writing and speaking aspects of the test
- Assess students' levels and report progress

J-cast JP Holdings Co., Ltd.

Nursery & After-school English Teacher |May 2018-February 2023

- Develop and implement effective lesson plans
- Provide a safe, comfortable and friendly environment that facilitates learning
- Engage in creative methods of learning, such as arts and crafts, supervised play, and storytelling.
- Organize and supervise classroom activities like reading, singing and dancing.

NWIS (New World International School)

Pre-school English Teacher (Part-time) |April 2019-October 2021

- Educate children the basic concept of English language in line with fundamental concepts, such as colors, letters, numbers, and shapes.
- Encourage social interactions between children and improving their self-esteem.
- Engage in creative methods of learning, such as arts and crafts, supervised play, and storytelling.

- Plan comprehensive curriculums to address early childhood development needs.
- Instill a sense of order and discipline in the classroom.
- Monitor free playtime in the classroom.
- Ensure the classroom is a clean, safe, and organized environment.
- Communicate with parents to better understand the children's home lives and psyches.
- Write up reports for parents on each child's developmental progress.

Treebell International School

After School English Teacher (part-time) |March 2018 - May 2018

- Create lesson plans for students
- Grade student essays and tests
- Ensure that the classroom stays orderly
- Encourage students to read out loud in class
- Write progress reports for students
- Assign essays and homework to students
- Assign books for students to read

TDCX Philippines

Customer Service Analyst (Airbnb) |Apr 2015- Oct 2016

- Handle inbound and outbound calls
- Answer inquiries and resolve complaints thru phone calls or emails
- Process and track customer's order
- Monitor host listings and guest bookings

EDUCATION

STI College Ortigas-Cainta Philippines

Bachelor of Science in Hotel and Restaurant Management|June 2011 – May 2015

- Dean's Lister (2011 – 2013)
- General Weighted Average (GWA) : 91.0

CERTIFICATION

120 Hour TESOL Certificate Course

International Open Academy

- Date of completion: August 2022
- Certificate Number:100-303611
- Grade: Distinction

REFERENCES

Toska Itabashi

English Teacher

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