**Regine May V. Salazar**

**15-C Evangelista St. Maliksi, Bacoor City**

**reginemaysalazar@gmail.com**

**+639267422902**

**Objective:** To obtain a position that would best fit my qualifications and develop further talents and skills for continuous career development.

**Skills:** Oral & Written Communication (English/Korean/Tagalog), Proofreading & Editing, Technically Proficient in Microsoft Excel and Microsoft Word, Trouble Shooting (Audio/Video), Flexible, People-oriented & Responsible.

**Educational Attainment:**

**Tertiary**  Philippine International College

 Sitio Bayugo, Antipolo Rizal

 June 2010 - March 2014

 Asian Studies Major in Korean Studies

 **Secondary** Bacoor National High School (Main)

 Tabing Dagat Bayan, Bacoor City

 June 2004- March 2008

**Primary**  Maliksi Elementary School

 Maliksi, Bacoor City.

 June 1998 - March 2004

**Work Experience**

* **ONLINE ESL TEACHER** (April 2014-October 2014 )

 EBS SPEAKING ACCOUNT - English Network Opportunity Zone Philippines, Inc. (ENOZ)

 **Duties:** Performs high quality of work in providing English classes to Korean Students

 (All levels) evaluating students; & making supplements for the class.

* **Promoted as MANAGER/ADMIN (**October 2014- April 2016)

 Enoz English Philippines, Inc.

 **Duties:** Calling Korean Government Schools and Receiving clients' calls

 Fixing technical issues (Audio & Video)

 Manages distribution of classes & client's complaint, Translating documents in Korean

 (e.g CEO's PowerPoint presentation for meetings; Diploma, etc)

* **Part time: Class Monitoring Coordinator**

 April 2015-January 2016

 Anyang Account in Enoz English Philippines, Inc.

 Duties: To monitor teachers and provide feedbacks and updates to the Training

 Department and Admin regarding teacher's performance and adherence to the

 company standards and protocols to provide quality service to the client.

**Personal Information**

**Full name:** Regine May Velasquez Salazar

**Age:** 23 yrs. old

**Nationality:** Filipino

**Height:** 5'4

**Weight:** 55 lbs

**Premarital Status:** Single

**Religion:** Born Again Christian

**Language Known:**  English, Korean & Tagalog

***I hereby certify that the above information given are true and correct as to the best of my knowledge***

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 **Regine May V. Salazar**