CATALINA BUSTOS

TESOL TEACHER

SKILLS

- Ability to work independently and remotely
- Proficiency in Google suit and Microsoft Office
- Keen attention to detail
- Ability to prioritize tasks.
- Curriculum Design
- Learning Assessment
- Review and Supervision
- Use of Educational Technologies
- Data Analysis in Education
- Effective Communication
- Teamwork
- Conflict Resolution

EDUCATION

American TESOL Institute

TESOL Certification - 2017

Certified by the American TESOL Institute to teach English to both adults and children, equipping me with the skills and methodologies necessary for effective language instruction.

Centro Colombo Americano, Bogotá

Certificate of achievement 2015

English Language Studies
Completed all levels of English language courses, demonstrating proficiency in reading, writing, listening, and speaking skills according to the Common European Framework of Reference for Languages (CEFR).

PROFILE

With a solid background in education and specialization in TESOL (Teaching English to Speakers of Other Languages), I have recently applied teacher training techniques and fostered effective communication in various educational settings. I have implemented innovative teaching methodologies in various schools in Bogotá.

My experience as a teacher and academic coordinator has honed my communication, problem-solving abilities and my attention to detail and quick-decision making skills.

My commitment to education and the development of English learning language is reflected in every classroom I have led, always striving for excellence and adapting to new educational dynamics.

WORK EXPERIENCE

TEACHER COORDINATOR

Coninglés **January 2011 – 2024**

- Conducted student reclassification to ensure appropriate academic levels.
- Improved the pass rate by 15% through the implementation of leveling programs.
- Managed complaints and suggestions from the educational community, fostering a collaborative environment.
- Resolved unresolved academic or disciplinary cases, facilitating effective interventions.
- Reviewed class plans monthly to ensure compliance with the educational program.
- Provided support to teachers during substitutions, ensuring continuity of learning.
- Verified regulatory compliance in all academic activities.
- Analyzed results in standardized and international exams, including SABER tests.
- Attended training sessions and workshops on new technologies and classroom management, enhancing my pedagogical skills.
- Planned, prepared, and executed the English Day.
- Prepared and executed the international exam simulations.
- Assisted schools with the necessary training and materials to make learning inclusive.

BUSINESS ENGLISH TEACHER AND CONSULTING

Coninglés **January 2011 – 2024**

- Responsible for teaching English to business executives at companies such as Bavaria, Samsung, Colpatria Construction, AIG, KPMG, Transmileno, Bimbo etc., in Bogota.
- Preparing lessons prior to the classes by applying creative methodologies to make them dynamic and involving.
- Conducting interactive classes based on using the online Pearson, Oxford Learning and Cambridge Platforms.
- Following the company requirements and policies around maintaining paperwork in an accurate manner (i.e. progression and attendance sheets, feedback reports, end of month paperwork etc.)
- Designing classroom activities such quizzes and games to teach and evaluate students indirectly.

Oxford University Press Colombia

Certification in ESP Methodology: Business Result - 2013

Focus on designing and implementing tailored English language programs that meet the specific needs of business professionals and developed skills in utilizing communicative approaches and practical activities to enhance learners' language proficiency and confidence in professional settings.

LANGUAGES

English

Spanish

ENGLISH TEACHER AND COORDINATOR ASSISTANT

Bi-Cultural S.A.S **January 2023 – November 2024**

- Conducted diagnostic assessments for prospective students using tools aligned with the Common European Framework of Reference for Languages (CEFR) to determine their English proficiency levels.
- Analyzed assessment results to classify students into appropriate levels (A1, A2, B1, B2, C1, C2), ensuring proper placement in courses that matched their language skills.
- Provided personalized feedback to students on their strengths and areas for improvement, guiding them in their learning process and helping them set clear goals for language development.
- Trained and supervised junior teachers by accompanying, observing, and collaboratively designing lessons.
- Organized and managed data effectively using spreadsheets, databases, or specialized software to present and train teachers and directives.
- Assessed students' performance through projects and creations, and provided one-to-one tutoring when necessary.

REFERENCES

Available on request.