

MINU PAUL

ESL INSTRUCTOR

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Address: Venparambil House
Mulanthuruthy PO
Kerala, India

EDUCATION

November 2009

M G University, Kerala, India

Bachelor in Education (English with special education)

May 2008

M G University, Kerala, India

Masters in English Language and Literature

May 2006

M G University, Kerala, India

Bachelors in English Language and Literature

CERTIFICATION

July 2021

Stafford House London

CELTA

March 2016

The American TESOL Institute, India
TESOL

PROFESSIONAL SUMMARY

Caring and hardworking ESL teacher offering profound knowledge of English language skills developed over 10+ years in field. Educate students on subject material with use of knowledgeable lectures, lively discussions and special group activities. Focus on diversifying and adapting instruction to serve all students.

PROFESSIONAL EXPERIENCE

February 2015 – Present

English Lecturer

Jazan University, Saudi Arabia

- Conducts daily classes in compliance with the prescribed curriculum for a group of 40 + students whose first language is Arabic.
- Develops critical thinking abilities by moderating thought-provoking group discussions.
- Guides student learning, developing handouts, worksheets and exercises on Blackboard.
- Boosts academic achievement by 90 %, conducting one-to-one meetings to develop strategies for improved writing.
- Guarantees learning outcome attainment by identifying learners' needs and optimally adapting delivery styles.
- Creates, distributes and reviews course syllabi for accuracy and compliance with established guidelines.
- Guides students through exercises to challenge personal worldviews and open individual minds to different approaches.

May 2010 - February 2015

Primary School Teacher

Global Public School, Kerala, India

- Established strong, supportive relationships with parents, encouraging parental involvement to boost children's achievement.
- Prepared and delivered creative curriculum for children aged 6 to 8 in subjects including Math and English.
- Integrated creative learning strategies that increased classroom engagement, such as games and team-building exercises.
- Maintained thorough daily records of class attendance, liaising with parents and caregivers to safeguard student wellbeing.
- Collaborated with administrators on classroom policies, management strategies and discipline.
- Evaluated students' academic progress, liaising with parents and caregivers to report observations and ensure cohesive learning environments between home and school.

RELEVANT SKILLS

Hard Skills

- Microsoft Office
- Powerpoint

Soft Skills

- Patient, responsible and positive attitude
- Approachable and empathetic
- Planning and organizational skills
- Maintains sound work ethics
- Self-motivated, facilitates active learning with a high level of energy
- Able to inspire, comfort, build self-esteem
- Ability to adapt lessons to meet the needs of individual students

LANGUAGES KNOWN

Malayalam, Hindi, Arabic (beginner)

October 2009 – March 2010

English Teacher

Warwin Senior Secondary School, Kerala, India

- Effectively taught classes of up to 25 students, managing behaviour and individual learning progress.
- Planned and executed innovative lessons to improve students reading, writing, and speaking skills through various teaching strategies.
- Provided additional language skills support to students, promoting confidence and wellbeing and ensuring productive outcomes.
- Garnered feedback from students on language courses, making adjustments to teachings as necessary to ensure excellent satisfaction ratings.
- Ensured continued professional development through attendance at workshops and training programs.
- Assessed students' progress through assignments and class tests, identifying areas of improvement to further develop critical skills.