

# Eillah June Kresta

English Tutor, Personal Assistant



## Personal Information

|                              |   |
|------------------------------|---|
| Birthdate                    | 1986  |
| Zodiac sign                  | Gemini  |
| Nationality                  | — Philippines   |
| Marital status, own children | Single, has children (8 years old with grandmother)   |
| Place of Birth               | Philippines   |
| Location                     | Philippines   |
| Driving License              | No  |
| Have a car                   | No  |
| Sports                       | — Outdoor activities  |
| Areas of interests           | — Healthy lifestyle   |
| About myself                 | ESL Teacher/Au Pair. I consider my self a responsible and orderly person.<br>Passionate-well trained. I taught children of different ages. I easily find a common language with them. Also I worked in a customer support sphere and in housekeeping. |

## Education

|             |  |
|-------------|--|
| -           | Bachelor of Science in Nursing, Adventist Medical Center College, Philippines        |
| 2003 - 2006 | Associate in Health Science Education, Adventist Medical Center College, Philippines |

## Working experience

November 2020 - till now

## Private online lessons

### ESL Teacher

#### My role includes

- Teach English as a secondary language to foreign students from Poland, South Korea, China, and Japan
- Teach Grammar, Writing, Speaking and Pronunciation
- Writing and Editing
- Coach TOEIC, IELTS, OPIC, KET, PET

**December 2023 - April 2024**

### IQOR Dasmarinas

#### Customer service

#### My role includes

- Inbound and Outbound calls
- Sales
- Tech support
- Activation
- Collections
- KPI, Metrics, NPS, Daily Task

**December 2022 - November 2023**

### Sky Global Experts

#### Customer service, USA, Nevada

#### My role includes

- Remote Job. Taking orders using CRM (Zoho, SMS), Inbound and outbound calls, B2B calls, Process refunds, and follow-up orders.
- KPI and Daily Task

**November 2020 - July 2022**

### HiFiveSchoo

#### Virtual Assistant, Poland, Poland

#### My role includes

- Check the client's email and replying email
- Follow up with students/ customers by WhatsApp or email
- Preparing and making lesson materials for clients using Canvas/PPT
- Manage Instagram and Facebook
- making payroll for the teachers and disbursing salaries

**January 2019 - April 2022**

### Private lessons

#### ESL Teacher/Mentor, Korea, Korea

#### My role includes

- Teach English to students ages 6-60 years of age
- Teach Grammar, Writing, Speaking and Pronunciation

- Writing and Editing
- Coach TOEIC, IELTS, OPIC

## June - December 2018

### Conrad Centennial

#### Housekeeping Service Agent, Singapore

- |                  |  |
|------------------|--|
| My role includes | <ul style="list-style-type: none"> <li>– In charge of Laundry and Hotel employee's uniforms</li> <li>– Inventory of F&amp;B linens</li> <li>– Room cleaner, Run-errands for the guest</li> </ul> |
|------------------|--|

|                    |               |
|--------------------|---------------|
| Reason for leaving | Temporary job |
|--------------------|---------------|

## January - June 2018

### Family

#### Caregiver, Singapore

- |                  |  |
|------------------|--|
| My role includes | <ul style="list-style-type: none"> <li>– Provided daily living services to seniors, such as bathing, dressing, and grooming.</li> <li>– Medication management.</li> <li>– Assisted patient with physical therapy techniques and exercises.</li> <li>– Perform NGT Feeding and oral suction</li> <li>– Close monitoring of vital signs</li> </ul> |
|------------------|--|

|                    |               |
|--------------------|---------------|
| Reason for leaving | Temporary job |
|--------------------|---------------|

## Health

|   |     |
|---|-----|
| Smoker  | No  |
| Epileptic   | No  |
| Diabetic  | No  |
| Colour blind  | No  |
| Dyslexic  | No  |
| Vegetarian  | No  |
| Have you had a medical exam within the last 6 months? | Yes |
| Allergies   | No  |

## Additional information

|                          |  |
|--------------------------|--|
| Personal characteristics | Responsible, punctual, reliable, active, positive, qualified, experienced, loyal, patient, easygoing |
|--------------------------|--|

|            |  |
|------------|--|
| Key skills | A positive role model. Ability to adapt to all kind of situations quickly. Ability to work under pressure or stressful conditions. Ability to work using your own initiative, taking on extra responsibility. Excellent communication and people skills at all levels. Language teaching experience. Exam preparation experience |
| English    | Fluent   |
| Italian    | Beginner   |
| ID         | 25898  |

**Excellent references available on request**