

JOHANNITH PAOLA YANES

ESL TEACHER / LITERARY TRANSLATOR

English as a Second Language teacher with over six years of experience teaching students from private institutes and In-company participants. I am an excellent versatile thinker, fast learner, creative, empathetic and adaptable, able to work in a team. Highly motivated to work on challenging projects.

CONTACT INFORMATION

11 5386 0536

johannithyanes@gmail.com

CABA

EDUCATION

2022- Today
Sworn translator in English
Universidad del Museo Social Argentino

2020- 2022
Literary translator in English
Universidad del Museo Social Argentino

2010 - 2011
Bilingual Certification in English - Advanced Level
Ellison's Educational Academy - Trinidad & Tobago

LANGUAGES

Spanish- Native
English- Advanced
Portuguese- Basic
French- Basic

PROFESSIONAL INTERESTS

- Job stability
- Constant learning and training.
- Ability to respond to new situations.
- Motivation for professional growth.

EMPLOYMENT

IN-COMPANY ESL TEACHER

Sep 2019 - Present | Beckett Studio - CABA

- Teach business-related English courses in national and international companies in their different departments, such as accounting, human resources, finance, marketing, administration, etc., both online and face-to-face.
- Deliver general English courses focusing on grammar and conversation.
- Create daily individualised and group lesson plans for ESL classes for adults of different levels.
- Provide guidance and guidance to students to improve their English profile.

ADMINISTRATIVE ASSISTANT

March 2019 - Sep 2019 | Pérez Uriona Construcciones - Avellaneda

- Organised the Agenda of the company's owners.
- Supervised and carried out administrative work as assigned.
- Organised the payments calendar.
- Transcribed documents using Office package tools.
- Performed typing, filing and calculation work.
- Kept confidential matters related to the position discreet.
- Collected rent, building expenses from tenants.
- Kept direct contact with suppliers and customers.

ESL TEACHER & ACADEMIC COORDINATOR

April 2016 - Oct 2018| Oxford Puerto La Cruz - Venezuela

- Taught grammatical and conversational classes in English.
- Guided students in learning the language from basic to advanced level.
- Co-ordinated and organised recreational activities for language practice.
- Managed any eventuality related to the academic coordination department.
- Interviewed and evaluated potential teaching candidates for the institution.
- Trained the new teachers.
- Led the group of teachers hired by the institution.
- Oversaw progress and coached staff/pupils as needed.
- Reported on the team performance to the line manager.

ADMINISTRATIVE ASSISTANT

Feb 2015- April2016 | Suministros Teodoro - Venezuela

- Organised the Agenda of the line manager.
- Supervised and executed administrative work as assigned.
- Organised daily and monthly payment schedules.
- Transcribed documents using office tools.
- Executed typing, filing and calculation work.
- Kept confidential matters related to the position discreet.
- Kept contact with clients and customers.