

Gabriela Bernal

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ENGLISH LEARNING SPECIALIST

School Psychology | Language Learning | Foreign Language Tutoring

PROFESSIONAL SUMMARY

Passionate foreign language tutor with experience developing innovative TOEFL preparation curriculum for collaborative and critical learning. Ability to cultivate strong relationships with students, teachers and the broader community in educational institutions. Psychology professional adept at evaluating learning performance and working in a multidisciplinary department promoting a positive learning environment.

WORK EXPERIENCE

UIP - Technical Institute CEPPROCAL - San Lorenzo, PARAGUAY

July 2017 – July 2018

Academic Assistant

Managed academic records of five course programs in various technical disciplines, including Mechatronics, Pharmacy and Logistics. Responsible for organising course time schedules and preparing course materials for 109 scholarship students and 19 lecturers during 2 consecutive semesters. Worked closely with the head of the Education and Psychology department to monitor student attendance and learning progress in order to increase academic engagement and performance.

- Assisted professors in reproducing and distributing course materials in order to provide resources to students.
- Expertly recorded daily student attendance and assessment results using coded Microsoft Excel worksheets to monitor student involvement
- Closely worked with curriculum designers to decide key academic dates, including course and exam dates for the first and second semesters of the scholarship program.
- Skilfully managed schedules and time organising course materials for 109 students.
- Closely monitored attendance and formative assessment results, communicating relevant data to the Department of Psychology and Student Well-being.
- Promptly responded to student and teacher enquiries about materials, exams dates, attendance and exam results in person or via phone.
- Quickly and efficiently resolved academic issues and misunderstanding promoting a positive environment among students and professors.
- Managed physical and electronic files including course schedules, contacts, course materials, handouts and exams sheets skilfully creating a catalogue that facilitated access to relevant documents and information.
- Competently prepared academic statements and student assessment results to be presented at bi-weekly meetings with the institute principal.

Lingua Plan - Melbourne, AUSTRALIA

September 2020 – PRESENT

Founder and online TOEFL Tutor

- Developed an innovative skilled-based curriculum in order to promote collaborative and critical learning among students.
- Prepared reliable materials and resources to increase learners test performance and critical thinking skills.
- Created and designed a modern and professional website to offer English tutoring services.

Founder and Creative Writer

- Created and designed a Spanish-based website using WordPress webhosting.
- Created 20 blog posts on productivity, motivation, study tips, healthy lifestyle.
- Managed a social media account for website with over 6500 followers.

EDUCATION

Master of Arts – Applied Linguistics – *University of Melbourne, Australia*

March 2019 - Expected graduation – 2021

- International student with a scholarship awarded by the Paraguayan scholarship grant program BECAL.
- Specialising in Technology and Language learning.
- Completed coursework in Curriculum Design, Second Language Learning and Teaching, Second Language Acquisition, Research in Applied Linguistics.
- Course projects included developing a second language curriculum for the promotion of learner autonomy, awareness and engagement; assessing the language development of second language learners; researching on topics in the areas of sociolinguistics, pragmatics and second language acquisition.

Bachelor of Arts – Psychology – *Yonsei University, South Korea*

February 2012 – March 2016

- International scholarship student at a highly ranked university in South Korea.
- Completed a four-year coursework undergraduate degree in Psychology.
- Coursework subjects included Positive Psychology, Developmental Psychology, School Psychology, Social Psychology, Psychotherapy, Group therapy, Global Leadership.

PROFESSIONAL SKILLS

- Professional communication skills with a focus on multidisciplinary teamwork.
- Outstanding organisational, multitasking, and time-management abilities.
- Web designing and social media management skills.
- Essential Microsoft Office and Photoshop editing skills.

INTERSHIPS AND EXTRACURRICULAR ACTIVITY

UIP - Technical Institute CEPPROCAL - *San Lorenzo, PARAGUAY*

June 2017 - July 2017

Psychology Department Intern

- Worked closely with the scholarship selection committee to assess, evaluate and interview 350 applicants.
- Promptly responded to scholarship applicant enquiries in person or via phone.
- Skilfully organised materials for psychometric evaluation.
- Administered face-to-face psychometric tests to 350 scholarship applicants over a one-week period.
- Evaluated and coded 350 psychometric tests manually, including Multiphasic Personality Inventory tests and Dominoes tests.
- Worked closely with the head of the Psychology Department to select and interview scholarship candidates.

AWARDS AND HONOURS

BECAL – *Australia*

March 2019 - PRESENT

- Awarded a tuition scholarship by the Paraguayan Government to complete a 200 credits master's degree at the University of Melbourne.

KGSP – South Korea

February 2011 – March 2016

- Awarded a fully-funded scholarship by the South Korean Government to complete a year of Korean Language training at Sun Moon University and a 4-year undergraduate degree at Yonsei University.

LANGUAGE COMPETENCIES

- Spanish: Native language
- Guarani: Native language
- English: Advanced, TOEFL certificate with an overall score of 100 (CEFR level: C1)
- Korean: Intermediate, TOPIK certificate with an overall score: 170 (CEFR level: B2)

REFEREES

- Referees available on request