

Aneta Bozhinovska

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ESL ENGLISH TEACHER/RECRUITER

Talented, personable ESL Teacher with TEFL/TESOL Certificate and familiarity with diverse cultures. Delivered high-level business English instruction to international professionals.

Exceptional communications skills helped clients to increase vocabulary, fluency and cultural understanding.

- Core Competencies -

- Interactive teaching
- Skills Enhancement
- Three Years as a TESOL Instructor
- Office Administration
- Positive Teamwork and Collaboration
- QuickBooks and Microsoft Office Suite

PROFESSIONAL EXPERIENCE

Online Recruiter - Recruiting Department at Select One - 23937 S Northern Illinois Dr,
Channahon, IL 60410 (August 2022-Present)

- Implementing the overall recruiting strategy
- Sourcing and attracting candidates by using databases, social media etc
- Conducting interviews and filtering candidates for open positions
- Monitoring and applying HR recruiting best practices
- Providing analytical and well documented recruiting reports to the rest of the team
- Acting as a point of contact and build influential candidate relationships during the selection process
- Promoting company's reputation as "best place to work"

Online English Language Tutor at Preply, Brookline, Massachusetts, United States
(February 2022-Present)

ESL English Language Tutor at BedaKid, Shenzhen, China
(March 2021-Present)

- Increased ESL students' reading levels by integrating online word games and altering lesson plans for students needing extra guidance.

ESL English Language Tutor at ENGGO Online English Inc., Manila
(January 2020 – March 2021)

- Provided individual mentoring and special tutoring to struggling students.
- Tutored students in social and life skills, including using public transportation, dealing with problem situations, expressing emotions appropriately and communicating with peers and employers.

Home-Based English Teacher at Native Camp, Tokyo

(March 2018 – January 2020)

- Skillfully performed all classes with students
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Maintained energy and enthusiasm in fast-paced environment.

Marketing Assistant at Vita-Miks DOOEL, Skopje

(January 2008- January 2018)

- Created unique and engaging content for range of social media platforms including Pinterest, FaceBook and Instagram.
- Compiled product, market and customer data to forecast accurate sales and profit projections.
- Coordinated meetings between project members and clients to develop ideas, discuss progress and set goals.
- Stayed updated with latest marketing concepts and techniques.
- Designed and presented social media campaign ideas.

EDUCATION & CREDENTIALS

Medical School Dr. Panche Karagjozov-Skopje

Studies at AUE FON University Bachelor of Applied Languages Skopje-Macedonia

CERTIFICATIONS

TEFL/TOEFL Lead Academy

HOBBIES

Yoga, hiking, reading books, dancing