



ALVIN PIMENTEL

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Binanu-an, Barbaza, Antique

To advance my career by seeking an ESL teaching position abroad, where I can leverage my experience and skills to contribute to a diverse and dynamic educational environment. I aim to enhance my professional growth by immersing myself in new cultural contexts, tackling unique challenges, and gaining a broader perspective on global education. My goal is to foster effective communication and learning in students from various backgrounds while continuing to develop my own expertise in teaching and cross-cultural interaction.

STRENGTHS AND EXPERTISE

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|--------------------------------|-----------------------------------|--|
| • Pronunciation coaching | • Accounts payable and receivable | • Calendar management for executives |
| • Grammar instruction | • Bank reconciliations | • Meeting coordination and scheduling |
| • Cultural sensitivity | • Expense tracking | • Correspondence drafting and proofreading |
| • Interactive teaching methods | • Email management | • Lease administration |
| • Progress tracking | • Data entry and management | |
| • Lesson plan development | • Customer service | |
| • Classroom management | | |

PROFESSIONAL EXPERIENCE

eVA Business Process Outsourcing ESL Teacher

September 2022- July 2024

As an ESL teacher for Japanese speakers, I help students improve their English by focusing on their specific language challenges and cultural differences. I create engaging lessons that address common difficulties and build their confidence in speaking and understanding English.

Accomplishments:

- Developed and implemented a customized curriculum that significantly improved student English proficiency test scores within a year.
- Facilitated a conversational English workshop that enhanced speaking confidence and reduced language barriers, leading to increased student participation in English-speaking environments.
- Organized and led cultural exchange activities that helped students better understand and integrate into English-speaking cultures, resulting in higher student engagement and motivation.

Executive Assistant Freelance Job

As a Virtual Executive Assistant, I specialize in providing high-level administrative support to executives and business leaders. My role includes managing complex calendars, coordinating meetings, handling communications, and performing essential administrative tasks. I ensure the efficient operation of day-to-day activities, allowing executives to focus on strategic initiatives while maintaining seamless workflow and organization.

June 2020- June 2022-

Accomplishments:

- Streamlined Executive Scheduling: Successfully optimized complex executive calendars, minimizing scheduling conflicts and ensuring more efficient use of time.
- Enhanced Communication Flow: Acted as a key liaison between executives and stakeholders, improving the clarity and responsiveness of communications.
- Efficient Meeting Coordination: Organized and prepared for high-impact meetings, including crafting agendas and gathering materials, leading to more productive discussions.
- Improved Administrative Efficiency: Implemented effective office systems and procedures, which enhanced workflow and reduced administrative delays.
- Confidential Information Handling: Managed sensitive information with discretion and integrity, maintaining confidentiality and trust in all communications.

**Lead Generation, Inc.
Executive Assistant****June 2018- March 2020**

As an Executive Assistant, I provide crucial support to executives, ensuring seamless operations by managing schedules, communications, and various tasks. From handling administrative duties to coordinating meetings and conducting research, I play a vital role in the executive's workflow, showcasing my ability to multitask and facilitate efficient decision-making.

Accomplishments:

- Implemented a new email management system, reducing inbox clutter and improving response times, resulting in enhanced communication efficiency.
- Streamlined travel arrangements for executive team members, optimizing itineraries and reducing travel costs without compromising convenience.

TOOLS

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|---------------------|-----------------|-----------------------------|
| • Microsoft Office | • Skype | • Redfin |
| • Xero | • Primo Browser | • Craigslist |
| • Property tree | • Asana | • Capcut |
| • REA (real estate) | • Time Doctor | • Meta (Facebook/Instagram) |
| • Google suites | • Zoom | • Rentvine |
| • Slack | • Hubspot | • Lofty |
| • Canva | • Quickbooks | • Rental Application |
| • Airbnb | • Spark Desktop | • MLS |
| • Zillow | • Monday.com | |

EDUCATION**University of Antique- TLMC**

Bachelor of Science in Entrepreneurship
