Melissa Martin

555 West Main St.

Sampaloc, Metro Manila

Phone: 312-312-3123

E-mail: [TeachMartin@email.com](mailto:TeachMartin@email.com)

Summary

Holds Bachelor's Degree in Music and Education with TEFL certification

5 years experience in teaching Englsih to Spanish speaking students ages 12 and up

Exceptional skills in teaching English and Spanish language

Educational Background

Bachelor of Music; Univeristy of Sto. Tomas 2004

Bachelor of Science in Education; Univerity of the Philippines 2008

Related Work Experience

Music Teacher

Metro Manila High School

2008-2010

* Teaches Music to students ages 12 and up
* Creates syllabus for curriculum used by the organizatioon
* Teaches between 3-5 classes daily

ESL Teacher

St. Peter's University

2011 – Present

Teaches English and Spanish to students ages 15 and up

Creates course materials, including exams, quizzes and visual aids used by all teachers throughout the organization

Initiates programs focused in improving grammar and active listening, writing and speaking skills of students

Additional Work Experience

Advocate and Speaker

Black Pen Movement

* Actively speaks on behalf of the group during fund-raisers
* Does careful research on what the beneficiaries need and works on strategic planning with the team on how these can be provided

Complexity: Level 1

Instruction: Perform the tasks below to help enhance Ms. Martin's résumé

1. Highlight Ms. Martin's personal details (Name up to E-mail address) and format them into Font Face MV Boli with Font Size 12.
2. Format the title of each major category into Bold face (Summary, Educational Background, Related work experience, Additional work experience)
3. For the entries under Summary and Educational Background, change the Line Spacing from Single to 1.5 lines.
4. In her work experience as a Music Teacher, change “2010” to “2011” instead.
5. Under her ESL teaching experience at the St. Peter's University, format her job description into a bulleted list
6. Right after the charity name The Black Pen Movement, put a space then add the special symbol ®
7. Change the margin of the entire document into 2 inches (top, bottom, left and right)
8. Select all text and Justify
9. Do a spell check and make necessary correction/s on misspelled word/s
   1. Save document as TeachMartin.docx
   2. Upload your work in the CompLit Software.

Complexity: Level 2

Perform the tasks below to help enhance Ms. Martin's résumé

1. Start your word processing software and open a new, blank document.
2. Copy Ms. Martin's personal details (Name up to E-mail address) and paste them into your blank document.
3. Below her e-mail address add a hyperlink to site [www.teachmartin.tk](http://www.teachmartin.tk/) using the words “Personal Website”
4. Format her personal details into Font Face MV Boli, Font Size 12.
5. Insert IDPIC.jpg from Pictures folder and put it at the upper right part of the document.
6. Check the size of the photo. It should only be 2x2 inches.
7. Right under the e-mail details, draw a straight line across the page.
8. Copy and paste the rest of her details below the straight line.
9. Format the title of each major category into Bold face (Summary, Education, Related work experience, Additional work experience)

10. In her work experience as a Music Teacher, change “2010” to “2011” instead.

11. Under her ESL teaching experience, format her job description into a bulleted list

12. For the entries under Summary and Educational Background, change the Line

Spacing from Single into 1.5 lines.

13. At the bottom of the page, insert a table with 2 columns and 4 rows. Type in “Charater Reference” at the top left field and “Contact Number” at the top right field. Put in the following details in their respective cells

Juana Ramirez 0911-111-2222

Bobbby Brown 0944-456-7890

Tania Vazquez 0966-909-9699

14. Change the margin of the document into 2 inches (top, bottom, left and right)

15. Save your work as TeachMartinLvl2.docx