



# Aljon Galang Lego

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## Educational Background

### ICCT Colleges

Cainta, Rizal  
Bachelor of Arts in  
Communications  
2014 -2020  
(4th year, undergraduate)  
*Best In Thesis Awardee*

## Skills & Proficiencies

- Social media marketing and analysis
- Strong interpersonal communication skills
- Proficient knowledge in Adobe Photoshop and Premiere
- Photography and Videography
- Public Speaking
- Advanced knowledge of the English grammar
- Business English

## Certifications

### SPEAK UP: Public Speaking Workshop

Wise Up Global Ministries  
April 22-24 2019

### Basic Photography Course

Fujifilm Academy, SM Megamall  
July 20, 2019

### Grammar & Punctuation

Online non-credit course by  
University of California, Irvine  
(Coursera)  
February 02, 2021

### The Art of Content Creation

Sony Philippines, SM Megamall  
July 15, 2023

## Professional History

### English Assessor

Global University Systems  
August 08, 2022 to present

- Assess the English proficiency level of international students enrolling in several colleges in Canada i.e. Toronto School of Management, Canadian College of Technology and Business, The Language Gallery Canada, Fleming College Toronto and Trebas Institute.
- Assure that their level of English fluency, grammar, lexical resource and pronunciation meet the level needed in the program they are applying for.
- Respond to inquiries from Business Developers and review requested reassessment of some students.
- Assist the Admissions Department in processing students' applications i.e. validating submitted documents, generating students' ID number and creating payment plans.

### Freelance ESL Teacher

April 2021 to present

- Teach Business English and Conversation to 2 Taiwanese students.

### Social Media Manager (Project-based)

BM Express International, Inc.

July 2020 to December 2020

- Gathered and analyzed data.
- Undertook competitor research and analysis.
- Created contents and handled the company's official social media accounts.
- Promoted brand awareness through different marketing efforts.

### Head Teacher (Promoted)

Pioneer Language Educational Foundation, Inc.

November 2019 to February 2020

- Oversaw students, teachers and the academy's operations.
- Conducted trainings to teachers.
- Taught advanced level students.
- Developed the academy's course syllabus.
- Monitored and wrote students' weekly progress and final assessments.

### ESL Teacher

Pioneer Language Educational Foundation, Inc.

October 2015 to November 2019

- Taught English to Koreans, Chinese, Taiwanese and Spanish students.
- Developed students' English conversational skills by teaching grammar, listening, reading, vocabulary, conversation and pronunciation.
- Wrote bi-monthly reports to monitor students' development over the course of their study.