

Keziah V. Gumawa

English Teacher · TEFL-Certified

keziahgumawa@gmail.com | +886 972 234 483 | New Taipei City, Taiwan

OBJECTIVE

To contribute my communication, writing, and administrative skills in a dynamic and supportive environment, while continuing to grow professionally in creative, digital, or remote work settings.

EXPERIENCE

Independent English Contractor — English Teacher

Dec 2025 – Present

Ark Intelligence Global, Inc. · Wyoming, USA (Remote)

- Deliver live online English lessons to ESL learners using the company's curriculum and digital teaching platform.
- Facilitate interactive, student-centered lessons that develop speaking, listening, pronunciation, and communication skills.
- Assess student participation and progress, providing individualized feedback.
- Prepare lessons from company materials and complete post-class reports and lesson updates.

Private English Tutor — Conversational English

Jul 2025 – Oct 2025

Remote

- Provided one-on-one conversational English lessons to an independent ESL learner.
- Focused on fluency, pronunciation, and real-life communication through interactive sessions.
- Tailored pacing and goals to the individual learner.

Language & Communication Assistant (ESL)

Sep 2024 – Jan 2025 · Rejoined Jul – Sep 2025

Ming Yuan Language Center · Murcia, Philippines — Face-to-face & online

- Facilitated beginner to intermediate English lessons, face-to-face and online, with a focus on clarity and confidence-building.
- Created digital materials using Canva and PowerPoint to support student learning.
- Managed virtual classes using ClassIn and Voov.
- Assisted with scheduling, file management, and tracking student progress.

Private Online Academic Tutor (Freelance)

Jan 2024 – May 2024

Remote

- Supported a Senior High School student in Manila across English, Science, and Social Studies.
- Delivered instruction through messaging, shared documents, and the student's preferred platforms.
- Clarified academic concepts and gave structured feedback with flexible communication.

Sunday School Teacher (Volunteer)

2016 – early 2020 & 2022

Local Church · Murcia, Negros Occidental

- Taught Bible-based lessons and values education to children and teens weekly.
- Created age-appropriate visual aids, worksheets, and activities.
- Fostered a safe, respectful, and encouraging learning atmosphere.

EDUCATION

Fu Jen Catholic University — New Taipei, Taiwan

2025 – Present

Master's Program — Creative Culture and Business (Communication Track)

Catholic Ming Yuan College, Inc. — Murcia, Philippines

2020 – 2024

Bachelor of Arts, Major in English

CERTIFICATIONS

TEFL Certificate (120 Hours, Distinction)

TEFL Professional Institute — Teacher Record · Dec
2024

Hour of Code — AI Ready ASEAN

ASEAN Foundation · Oct 2025

SKILLS

Technical: Canva · Microsoft Office (Word, PowerPoint, Excel) · Google Drive · ClassIn · Voov · CapCut · Adobe Lightroom · PicsArt · video editing · digital content creation · file organization

Professional: Strong written & verbal communication · highly organized & efficient · independent & team-oriented · detail-oriented & adaptive

Languages: Fluent in English, Tagalog, and Hiligaynon