

Jasmine Ooi

Education & Training

Masters in Education (TESOL)

2001 - 2003

Awarded by University Sains Malaysia, Penang, Malaysia

Bachelor of Education (Hons) TESL

1994 - 1998

Awarded by University Putra Malaysian, Selangor, Malaysia

Camnbridge International diploma for Teacher and Trainers (CIDTT)

2009

Awarded by Cambridge

Professional Profile

An experienced professional in the area of English Language Teaching (TESL and TESOL): English Language Teacher, Trainer, Facilitator, f(ormer) Head of Department for English Language Department, teaching methodology and pedagogy, as well as education & training.

Professional Experience

Han Chiang High School	2019 to present
Wesley International School	2019-2020
Hua Xia International School	2018-2019
Han Chiang High School	2014-2017
IGCSE First Language English Teacher Trainer	

Main Duties/ Accountabilities

- Taught Junior 3, Senior 1 and Senior 2 students IGCSE First Language English.
- Specialized in helping First Language English students to not only improve their command of English but also to excel in the subject. To date, the lowest grade obtained by the students from the first cohort in all schools taught (previously and now) is not lower than a B.
- Achieved 100% A and A * in the IGCSE May/June and October/November 2021 exam with 24 obtaining A-stars and 12 As
- Designed, facilitated /conducted workshops for In-service English Language Teachers

Workshops (conducted:)

- Multiple Learning Strategies that Resurrect Teachers' , Han Chiang High School 2017
- 'Evaluating Professional Practice' 2018
- 'Evaluating Professional Practice' IGCSE First Language Workshop 2019 and 2021

Wawasan Open University (WOU)	2014 - 2016
Tutor	

Main Duties/ Accountabilities

- Taught IELTS Preparatory Course, Writing Skills for University Studies, Advanced Writing Skills and Oral Communication Skills courses to Open Distance Learning (ODL) Degree students.
- Rendered assistance and facilitated the completion of assignments as well as evaluate the completed assignments for each of the course listed above
- Mooted, designed and facilitated Holiday English programmes for secondary school students from Thailand organised by WOU.

RECSAM**Facilitator/ In-Service (teacher) trainer****2015**

- Led, conceived, designed and taught in-service teachers from SEA i.e. Thailand, Vietnam and Myanmar, via pedagogical workshops where professional practices, new trends in English Language Teaching and Learning can be shared for developments and improvements.
- Completed four cohorts: Colombo Project (2015) English Language Classes (3 groups: different months throughout 2015)

Han Chiang College**2014 - 2015****Programme Coordinator (Special Project)****Main Duties/ Accountabilities**

- Led, conceived, designed and refined the English Language programmes conducted in the different faculties i.e. the curriculum structure and content in accordance to benchmarked academic standards and industry trends.

Centre for English Language, KDU College (Penang branch)**2008 - 2014****Academic Department Head****Main Duties/ Accountabilities**

- Initiate and spearheaded the department's academic and corporate direction as well as developed strategies to ensure the maintenance of business continuity in the centre.
- Conceived, designed and refined the various academic programmes i.e. the curriculum structure and content in accordance to benchmarked academic standards and industry trends.
- Led, supervised and managed the administration portfolios such as the design and development of the academic, curricular and departmental operations such as human resource planning, training and mentoring.
- Mapped out and facilitated strategic branding and marketing plans as well as outreach programs for the overall growth of the department.
- Mooted, designed and delivered various training programs to internal and external stakeholders as well as corporate clients.
- Developed and increased yearly revenue and profit count by initiating and spearheading new English Language programmes, ad hoc programmes i.e. Holiday English courses, corporate programmes, university preparatory courses for diverse local and international students.
- Carried out branding activities and ad-hoc projects for the centre that would put the centre at the forefront of English Language Teaching and Learning.

- Managed and deployed teaching staff, financial and physical resources within the Centre for English Language to support its curriculum and the curriculum of the various faculties in the college.
- Identified and managed the centre's business risks.

Teaching and Learning

- Trained and worked with more than 2, 000 students, local and international at both the graduate and post graduate levels.
- Specialized in helping students improve their command of English to pursue higher education conducted in the English medium.
- Designed English Language programmes that address the four major skills of listening, reading, speaking and writing to cater for specific needs of a certain level or industry.
- Formulated policies which take forward teaching and learning within the centre.
- Mooted, led and participated in pedagogic discussions that will put the centre at the forefront in English Language Learning and Teaching.
- Monitored and responded to the development and initiative in curriculum at both national and local level.
- Organised professional dialogues, pedagogical workshops where professional practices, new trends in English Language Teaching and Learning can be shared for developments and improvements.

Achievements

- Promoted to Head of the English Language Centre in 2008 and has helmed the position for 7 years.
- Obtained certification for Cambridge International Diploma for Teachers and Trainer (CIDTT) within 3 months in 2009 and was the only qualified trainer in the college.
- Designed and developed the syllabi for Matapelajaran Elective (MPE) and Matapelajaran Umum 2 (MPU 2) which was used by all schools from 2013,
- Developed the curriculum for Diploma in Postgraduate Studies in 2008 which was later changed to Certificate in Information Technology by MQA and the curriculum was used by the School of Information Technology from its approval date in 2008 to present.
- Designed the curriculum and MQA document for Degree in English Language in 2013. The MQA document was submitted for approval in July 2014 for the college's application as a University College in 2015.
- Pioneered and implemented the 'centralizing' of all English courses at the Centre for English Language since taking over the department in 2008. Currently rendering service to all faculties in the college and is responsible for the deployment of lecturers (resources), development, enhancement of the syllabi and etc.

- Successfully led the department through various MQA and ISO and validation exercises from 2008-2013.
- Established clear goals and attributes for the centre.
- Established and developed clear identity elements and new USP attributes for the centre.
- Increased the organization's brand equity by helping to conceive and developed Holiday English courses, for countries like Japan, Thailand, Mongolia, China and locally since 2008 which the college benefitted lucratively.
- Introduced new business opportunities and revenue streams to the college through the development of industry training initiatives for companies such Loh Guan Lye Specialist Centre, Altera Cooperation (M) Sdn. Bhd., Seagate (M) Sdn. Bhd. Guinness Anchor Sdn. Bhd., Fuji Sdn. Bhd., Habib Jewels Sdn. Bhd., Finisar Sdn. Bhd, Sony (M) Sdn. Bhd., Sharp Sdn. Bhd. Mongolian Judges, local principals and teachers, Undergraduates, Deans and Professors from Naresuan and Rajabhat University, Thailand and teachers from Colombo. Either designed or facilitated the English Language Proficiency and Methodology Courses for all the industries.
- Continuously improved the college's public brand perception locally and internationally by conducting course previews in Thailand, Vietnam and Indonesia and via the contribution of articles via the college's public newsletters.
- Designed the syllabi for Intensive English courses i.e. Elementary English, Intermediate English and Higher Intermediate English which has been used as the designated curriculum since 2008. Enhancement to the syllabi is also carried out yearly.
- Mooted and spearheaded the one month English Language Enhancement Programme since 2011 and it has elevated the centre's international student number as well as raked in more profit for the college.
- Gained further penetration in the Thai market by liaising directly with agents on a fortnightly basis or when the need arises and this has led to the tripling of course previews, Holiday English Courses and ad-hoc programmes in schools and universities in Southern Thailand.
- Pioneered and facilitated various marketing and branding workshops and activities as well for the college.
- Introduced new initiatives such as the two-week Cultural Exchange Programme culminated in the Intensive English Course in 2012 and the Language in Practice from 2009-2012 as well as the Drama Component from 2008.
- Exceeded the profit forecasted in 2013.
- Examiner at British Council Penang from 2013 to current
- Recorded the highest number of Holiday English Programmes in 2013.
- Recorded 100% students obtaining A* and A for IGCSE First Language English in 2021 (Highest number of students obtaining A* : 24 of the 26 students who sat for the exam)

- Led the presentation of papers pertaining to English Language at local and international conferences and guide teaching staff to participate in such conferences. Papers and workshops conducted:

Conference Papers & Workshops

- 'The Effects of Prior Knowledge (in the form of cultural schemata) on the Reading Comprehension Performance of Low-Proficient ESL Students at Post-Secondary Level', MELTA Conference 2008
- 'Using Multiple Learning Strategies in the Study of English Language - Task Based Activity: An Experiential Learning Encounter', Third International Language Learning Conference, USM, 2008
- 'Integrative Learning Strategies for Learning English', 17th International Conference, 2008
- 'Groupwork that Works', KDU Conference 2009
- 'Activities for Tired Teacher' Center for English Language Pedagogy Day 2012
- 'Go with Facebook', IELTS Conference 2013, April 2013

Brought new found stability to the operations and administration of the Center for English Language:

- Reorganized the portfolio assignments of the teaching staff and administrative personnel in the centre.
- Re-galvanized the reputation, moral and work ethic of the centre by introducing proper formal departmental operational and work performance benchmarking KPIs and standards.
- Revamped and reorganized the management of the inventory and database files of the centre from 2008.
- Revamped and reorganized the management of the Intensive English Programmes and other English courses in the college.
- Identified key improvement areas and strengthen the centre's human resource capabilities through mentoring based department training initiatives, niche workshops and local and international conferences.
- Executed key hirings and brought in value added personnel as well as recommended promotions to deserving personnel within the department to strengthen inner department career paths and succession lines.

**Centre for English Language, KDU College (Penang branch)
Coordinator**

2005 - 2007

Main Duties/ Accountabilities

- Lead & administered the programmes for the Center for English Language
- Promoted to be the Head of Department in 2008.

- Lectured and trained in the field of English as a Second Language.

Centre for English Language, KDU College (Penang branch)

1998 - 2004

Lecturer

List of specialized areas include:

- Part of the pioneer academic team responsible for the setting up of the English Language Division which later became the Center for English Language
- Promoted to be the Coordinator for the Center for English Language in 2005.
- The only lecturer who taught English Language Courses for Working Adults, Corporate training programmes, and IELTS Preparatory Course.

Languages

- English (Spoken and written - Excellent)
- Bahasa Malaysia/Indonesia (Spoken and written - Excellent)
- Mandarin (Spoken - Intermediate)
- Hokkien Dialect (Spoken - Excellent)
- Hakka Dialect (Spoken- Intermediate)
- Cantonese Dialect (Spoken-Excellent)

Current Society Involvement

- Volunteers at HOPE (Penang). Teaches in their Reading Programme on a need to basis.

Referrals

Dr. Lee Lini
Multimedia Malaysia University
+60123133177
Years known: 1995 – present

Peggy Lim Lai Yin
Director
British Council Penang
No. 3 Weld Quay, 10300 Penang - Malaysia
+60124868524
Years known: 2005 - present