**TOTO SUNARTO**

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**Professional Summary**

Accomplished Vocational English Teacher with a solid history of achievement in teaching and translating

**Skills**

* Customer and Personal Service
* Management of Material Resources
* Education and Training
* Learning Strategies

**Experience**

*Manager Jan 2006 - Present*

Palla English Course, Tegal

* Prepare course materials.
* Collaborate with colleagues to address teaching and research issues.
* Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction.
* Compile, administer, and grade examinations, or assign this work to others.
* Develop teaching aids such as instructional software, multimedia visual aids or study materials.
* Select and assemble books, materials, supplies and equipment for training, course or project.

*Senior Tutor Jan 2002 – Jan 2005*

*Molla English Course, Tegal*

* Observe and evaluate student’s work to determine progress, provide feedback, and make suggestions for improvement.
* Determine training needs of students.
* Select and assemble books, materials, supplies and equipment for training, course or project.
* Administer oral, written or performance test to measure progress and to evaluate training effectiveness.
* Prepare reports and maintain records such as student grades, attendance rolls and training activity details.

*Head of English Laboratory Jan 1998 – Jan 2001*

*STIE Widya Manggalia, Brebes*

* Prepare course materials
* Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction.
* Select and assemble books, materials, supplies and equipment for training, course or project.
* Acquire and maintain laboratory equipment and tools.

**Education**

*Diploma: Business English Jan 1993*

*Business Training Limited – Manchester*

*Bachelor of Arts: Tourism Oct 1989*

*Udayana University – Denpasar*

**Language**

Indonesian, English, Arabic

**Additional Information**

Given my passion for language and translation, I believe that I could bring enthusiasm and make valuable contribution to any client.