

Aries Dahan Gan

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PROFILE

Highly qualified ESL/EFL Teacher with more than 10 years of teaching experience in various universities in Asia and the Middle East. Skilled in preparing assessments, planning lessons, and addressing learners' needs.

- Liaise with student services and other relevant faculty and staff with regard to relevant issues
- Collaborate with educational staff to align English program to CFS operations and objectives.
- Develop curriculum and prepare teaching materials and outlines for courses.
- Provide individualized tutorial or remedial instruction to students who require it
- Supervise teaching assistants
- Serve on committees concerned with matters such as curriculum revision, staff professional development, and student support services.

EDUCATIONAL BACKGROUND

**Master's Degree –
English As a Second Language**
University of Malaya
Kuala Lumpur, Malaysia
July 2012

Bachelor of Arts in Political Science
Ateneo de Davao University
Davao City, Philippines
April 2005

Language Instructor

University of Malaya, Malaysia
Faculty of Languages and Linguistics
September 2012 – September 2016

Responsibilities:

- Teach English courses and Filipino language
- Plan, prepare, and deliver lessons
- Prepare, administer and mark tests and papers to evaluate students' progress
- Provide systematic and formal academic consultancy to students
- Serve on committees concerned with matters such as curriculum revision and staff professional development
- Participate in staff meetings and extra-curricular activities.

CERTIFICATION

**Certificate in Teaching English to
Adults (CELTA)**
International House World Organization
London, United Kingdom
March 2011

TEACHING EXPERIENCE

Language Instructor
University of Buraimi, Oman
Centre of Foundation Studies
September 2016 – September 2021

Responsibilities:

- Teach English courses to undergraduate students of UoB
- Provide systematic and formal academic consultancy to students
- Prepare, administer and mark tests and papers to evaluate students' progress

English Instructor

International House, Malaysia
Limkokwing University
September 2010 – September 2012

Responsibilities:

- Teach English courses
- Plan, prepare and deliver lessons to classes
- Create assessments and record student's progress by setting and marking coursework and examinations
- Provide individualized tutorial or remedial instruction to students who require it.

ADMINISTRATIVE EXPERIENCE

Center for Languages and Foundation Studies General Coordinator

Ibra, Sultanate Of Oman
September 2023– Present

Responsibilities:

- Assist with planning and coordination of programs and their activities
- Monitor implementation of program policies and practices
- Manage staff work assignments, workloads and work schedules
- Schedule and organize program-related meetings and events

Center for Research Head

Holy Cross of Davao College, Philippines
June 2022 – Present

Responsibilities:

- Coordination of the conduct of scholarly research in the academic units of the institution
- Responsible for coordinating the research outputs of institutional members
- Organize capability building activities

Foundation in English Level II Coordinator

Centre of Foundation Studies
University of Buraimi
January 2017 –September 2018,
August 2019 – August 2020

Responsibilities:

- Update course specifications
- Collect and file the weekly academic progress reports (WAPR) from the members of the group, following up on group members' progress as necessary.
- Coordinate on the preparation of the course specifications with their group members.
- Coordinate with their group members to prepare supplementary material related to their courses.
- Coordinate with their group members to prepare periodic course statistical reports as required by relevant entities.
- Assist in arranging coverage of classes for absent group members.
- Hold regular meetings to disseminate decisions and gather group members' feedback.
- Act as a reference point for committee chairs when required.

Staff Professional Development Committee Chairman

Centre of Foundation Studies
University of Buraimi, Sultanate of Oman
January 2018 –September 2019
August 2020 – August 2021

Responsibilities:

- Prepare Action Plan for Staff Professional Development Committee.
- Write annual achievement report
- Conduct needs analysis.
- Organize and facilitate trainings, workshops, talks and presentations.
- Conduct regular meetings with group members.
- Coordinate with the Training Unit and Department Head.

Coordinator of Elective Course (Internal & External)

Faculty of Languages and Linguistics
Department of Asian and European Languages
University of Malaysia, Kuala Lumpur, Malaysia
January 2015 – December 2015

Responsibilities:

- Check overall schedule details prior to the start of the semester.
- Review course syllabus, learning objectives and student assessment and grading criteria.
- Collect and review course file.

PUBLICATIONS

1. Gan, A., David, M.K., & Dumanig, F. 2015. Politeness Strategies and Address Forms Used by Filipino Domestic Helpers in Addressing Their Malaysian Employers. *Language in India*, 15:1 January 2015 (JOURNAL ARTICLE)
2. Zuraidah Mohd Don et al (Eds.) (2010). *Small and Medium Enterprises in Malaysia; Prospects and Potentials*. Putrajaya: MoHE. (BOOK)
3. Dumanig, F. et al. 2009. Topical Structure Analysis of American and Filipino Editorials. *Academic Journal: Journal for the Advancement of Science and Arts* (1): 63– 72. (JOURNAL ARTICLE)
4. Zuraidah Mohd Don et al. (Eds.). 2008. *Enhancing the Quality of Higher Education through Research: Shaping Future Policy*. Putrajaya: MoHE. (BOOK)

CONFERENCE / PRESENTATIONS / WORKSHOPS

1. AFEO Professional Development Workshops
Ramada Hote, Muscat, Sultanate of Oman
October 19, 2019
Participant

2. A mini-workshop on "Error Correction"
General Foundation Program, University of Buraimi
December 16, 2018
Presenter

3. 3rd Annual Teaching and Learning Conference, Curriculum: Re-Thinking Learning Re-Designing Teaching (Sohar, Sultanate of Oman)
September 14, 2017
Participant

4. Language and Identity of Filipino Overseas Workers (OFW). Education in the 21st Century, Sohar, Oman, FILCOM
November 25, 2016
Participant

5. Spectrum Workshop
Academic Development Centre (ADeC)
Universiti Malaya (Malaysia)
March 17, 2015
Participant

6. The Talk Entitled "Why do Foreign Sumo Wrestlers Speak Fluent Japanese? A Closer Look at Language Acquisition" (Malaysia)
February 21, 2014
Participant

7. 3rd International Conference on Applied Linguistics and Professional Practice (ALAPP 2013), (Malaysia)
December 12 – 14, 2013
Committee member

8. Post Conference Research Workshop (Malaysia)
April 13, 2013
Participant

9. 4th FLL International Postgraduate Conference FLLIPC 2013 (Malaysia)
April 11 – 12, 2013
Secretariat

10. East-West Center International Graduate Student Conference (Hawai'i, USA)
February 14 – 16, 2013
Presenter

11. International Conference on Entrepreneurship Across Boundaries (Malaysia)
August 5 – 6, 2010
Presenter

12. UCSI First International Education Conference (Malaysia)
November 12 – 13 2009
Co-writer of the paper presented

13. International Conference on Cross-Cultural Communication (Malaysia)
August 19 – 20, 2009
Presenter

14. University of Malaya Conference on Discourse and Society (Malaysia)
August 14 – 15, 2008
Participant

REFERENCES

Dr. Francisco P. Dumanig

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English Department, University of Hawai'i
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Dr. Junifer Abatayo

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University of Bahrain
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