

Mathen Nainan Philip

PERSONAL PARTICULARS

Name: Mathen Nainan Philip

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Nationality: Malaysian

SUMMARY

Mathen N. Philip possesses more than 7 years of working experience as an educator. He received his Bachelor of Fine Arts from the State University of New York, Purchase College in 2012. He also holds a diploma in Film, Sound and Video from Ngee Ann Polytechnic, Singapore. In 2018, he completed a certification in TESOL.

EDUCATION

Sunago Education (in collaboration with ELS Language Centres Malaysia)

2018

Certificate in Teaching English to Speakers of Other Languages (TESOL)

State University Of New York, Conservatory of Theatre Arts and Film, New York, USA

2008 – 2012

Bachelor of Fine Arts in Dramatic Writing

Ngee Ann Polytechnic Film & Media Studies, Singapore

2004 - 2007

Diploma in Film, Sound & Video

WORK EXPERIENCES

Forest of Stars and Demi Quaver Learning Centre, April 2021 – present

English Specialist Teacher

- Teaching preschool writing and phonetics with prescribed school syllabus
- Classroom management: Prepared coursework materials, lesson plans, and handouts. Prepared course work, planned class sessions
- Conducting of Creative Drama classes to encourage student's self-expression through creative drama scenarios and role play, anchored in module-based themes inspired by selected children's literature

- Exposing students to a variety children's literature through reading sessions
- Proofreading of school documentations, including communication with parents, teacher journals and progress reports
- Updating of school social media accounts (Facebook, Instagram) with the latest happenings, events and promotions of the school, including creation of promotional materials

100 Lambs Private School, Malaysia, May 2013 – December 2020

English Teacher

- Teaching English language skills and expression through drama, poetry and theater
- Evaluation of student's English skills through creative assignments, presentations, monthly assignments and written tests
- Coaching Secondary 4 & 5 Students for IGCSE- English As A Second Language Listening & Oral examinations
- Classroom management: Prepared coursework materials, homework assignments, and handouts. Prepared course work, planned class sessions, included digital media alongside traditional classroom materials
- Fostered a positive learning environment and an excellent student teacher interaction
- A project leader for the school spelling competition, school concert and overall improvement of various performances, items, music group and events
- Project leader for Graduating Class videos

Spotlight Theater Productions, New York, USA, September 2012 to November 2012

Production Assistant Intern

- Proof reading of scripts
- Stage management duties including props management, audio-visual technical support and production rehearsals

Camp Mohawk Daycamp & Country School, New York, USA, May 2012 to August 2012

Camp Counsellor cum Production Assistant

- Assisted with transport, safety monitoring, arrival and dismissal of campers
- Facilitating and motivating campers to participate in the various camp activities including theater and songwriting electives
- Evaluation and rewarding of campers' attitudes and participation, in order to develop and foster positive attitudes and qualities

SUNY (State University of New York) Purchase College, USA

May to August 2010 / May to August 2011

Peer Student Counsellor at the Financial Aid Office

- Administrative Assistant: Performed various administrative and clerical duties, including handling queries and applications from students and families, collection of tax and financial paperwork, following guidelines stipulated in the Family Educational Rights and Privacy Act (FERPA)
- Assisting students and families with completing of paperwork and sourcing of possible avenues for student financial aid

Conservatory of Theatre Arts and Film, SUNY Purchase College, New York, USA, 2009

Assistant Director

- Assistant director duties included writing directorial notes, feedback and run downs during rehearsals for the directors' use as well as organizing, printing and distribution of scripts for table readings
- Carrying out ad-hoc tasks such as back stage management