

Keith Poon

Native English Teacher & Multilingual Community Interpreter

A kind, personable, result-driven, creative, strategic lesson facilitator with global mindset from the Netherlands with 7 years of teaching experience for primary and secondary schools across Hong Kong. My objective is to teach and improve my students' English language abilities and to guide and mentor young children with my wisdom.



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 Hong Kong SAR

Working experience

Native English Teacher at Castle Peak Catholic Primary School in Tuen Mun, Aug 2022 - today
Responsible for full-time teaching:

- P4, P5, P6: English Speaking & Reading Aloud teacher; promote English speaking skills.
- P6 Secondary School Interview and assessments, English Speaking and Reading Aloud teacher.
- P2, P3 Guided Reading teacher: Deliver Guided Reading lessons to enhance reading skills and introduce reading and pronunciation strategies.
- P4, P5 Elite classes: Upgrade general English skills of our highly talented elite students.
- Conducting PM1 Benchmark Reading Assessment for P1 and P2 students.
- Responsible for promoting an English speaking atmosphere among students and teachers.
- MC for Class Quizzes, basketball player for P4, P5, P6 school basketball team to bond with students.
- Member of school party that guides our Elite students to Harrow International School.
- Collaborate with English subject and NET teachers to make sure plans get executed successfully.
- Took initiative to create additional teaching materials to support speaking interaction for all pupils.

ELTA at Po Leung Kuk Chong Kee Ting Primary School in Ma On Shan, Sep 2021- Jul 2022

Responsible for full-time teaching:

- P2 PLP-R/W programme: Shared Reading, guided writing, Guided Reading, and phonics.
- P4 & P5 Guided Reading- prepare and deliver Guided Reading lessons to enhance reading skills and introduce reading strategies.
- P6 Secondary School Interview skills and assessments. - Utilised Flipgrid for progress management.
- Conducting PM1 Benchmark Reading Assessment for all P1, P2, P3, P4 students with NET.
- Created Extra-Curricular Activities for P6: Reading Aloud with Mr. Keith, Secondary School Interview Practise with Mr. Keith, Picture Description with Mr. Keith, Speaking with Mr Keith.
- Work closely with the English team and NET.
- Took initiative to create additional materials and allow students the opportunity to practice speaking in English outside of lesson time via Zoom.

Native English Teacher at Castle Peak Catholic Primary School in Tuen Mun, 2018-2021

Responsible for teaching part-time:

- Specialised Phonics Programme for small groups of P1-6 students from Mainland China.
- P6 Secondary School Interview Skills.
- P4-P5-P6 Reading and Writing, Listening.
- Creative writing classes for 300+ junior and senior students.

Native English Teacher for Eureka Language Services, 2017-2021

For projects on-site at Primary and Secondary schools across Hong Kong:

- Cambridge English Starters & Movers: Prepared P2-6 students for examination through delivering speaking, listening, writing, reading activities and mock examination.
- P6 Interview Skills: Implemented Interview Star to prepare students for Secondary school interviews.
- Phonics Skills: Delivered phonics based lessons to enhance coding and decoding skills for newly arrived students from Mainland China.

Listed freelance interpreter English & Dutch for Judiciary of Hong Kong SAR, 2018- today

Medical interpreter German & English for Hong Kong Translingual Services, 2010-today

On-site local researcher for professor Ric Powell of the Nihon University (Japan), 2018- 2020

Part-time on-site researcher in HKG court rooms regarding bilingualism in Court for his book.

Volunteering experience in the Netherlands, 2004-2009

For the Chinese buddhist society True Buddha School in Amsterdam I volunteered in the weekends. Here I learnt about Chinese culture, Chinese language, Buddhist scriptures and the annual Buddhist ceremonies, and many other subjects related to Buddhism.

Gathering experience in the Netherlands, 1990-2009

I worked for Dutch MNC and mid-sized Dutch companies in Holland to build up work and life experience.

Education

- June 2023: TEFL UK, obtained 20 Hour How To Teach Grammar Certification.
- May 2023: TEFL UK, obtained 70 Hour Intensive Teaching Business English Course Certification.
- Nov 2022: TEFL UK, obtained professional TEFL certificate 150 hr.
- 2012 - 2013: International General Certification of Secondary School, subject: Chinese, grade: A*.
- 1996 - 2002: Zuyd University (Netherlands), Oriental Languages and Communication:
 - Obtained Propedeutic diploma, showed talent in interpretation and translation, and Chinese;
 - Internship: Exchange student at the Beijing Polytechnic University studying Mandarin Chinese, obtained certificate.
- 1994 -1996: HTS Utrecht (Netherlands), Higher Technical College, Building engineering.
- 1991-1994: MTS Scutos (Netherlands), Post-secondary vocational education, obtained diploma.
 - Internship at MNC as assistant Land Surveyor, and local architect as technical drawer.
- 1984 -1990: HAVO (Netherlands), Higher Secondary, obtained diploma.

Languages

Chinese: native

German: work proficiency

Dutch: native

English: native

Computer literacy

All-round user (expert)

Personal study and interest

Buddhism, the Bible: 2004-today

Nutrition & physical exercises: 2011-today

PADI courses

2024: PADI EFR and PADI Rescue Diver (Malaysia).

2020: PADI Advanced Open Water (HKG).

2020: PADI Open Water Diver (Malaysia).

