

Rommel Albon

Administrative & Operations Specialist

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PROFILE

I'm an organised, dependable professional with 6+ years in international education, a degree in Information Technology and C2-level English. I spent three years teaching English online to more than 10,000 students with a 95% five-star rating, so working independently and remotely comes naturally to me.

Today I lead the International Curriculum Department at an international school in Laos. I oversee curriculum implementation, supervise and mentor 21 teachers, and serve as Lead Child Safety Officer. I also run much of the school's administration: I wrote its seven official policies and staff handbook, draft employee contracts, run payroll for 22 staff, manage accounts, email and shared drives, and lead marketing from enrolment campaigns to printed materials. AI tools, mainly Claude, and Google Apps Script help me automate the routine work.

I'm open to administrative, operations and virtual assistant roles, as well as education leadership and ICT or English teaching positions.

WHAT I DO

Administrative Support

Email and inbox management, replies and follow-ups ·
Calendar, scheduling and meeting coordination

HR, Payroll & Company Policies

Company policies, handbooks and SOPs · Employee
contracts and recruitment paperwork

Graphic Design & Social Media

Social media posts and ads, with captions · Event
banners, posters and flyers for print

Landing Pages & Simple Websites

One-page landing pages and small business sites ·
Mobile-friendly HTML, CSS and JavaScript

AI & Workflow Automation

AI-assisted emails, documents, reports and summaries
(Claude, ChatGPT, Gemini) · Apps Script automations:
auto-emails, reports and form responses

Team & Curriculum Leadership

Curriculum implementation and quality assurance
(Western Australian, Cambridge) · Staff supervision,
coaching and professional development

Marketing Support

Campaign planning (e.g. enrolment and events) ·
Boosted posts and page promotion

Online ICT & English Teaching

English conversation and Business English · TOEIC and
IELTS preparation

EXPERIENCE

Head of Department, International Curriculum · Golden International School Sep 2024 – Present
Lead the International Curriculum Department and run much of the school's administration: curriculum, staff, policies, contracts, payroll, marketing and communication.

- Lead the implementation and quality assurance of the Western Australian Curriculum (K–10) across Early Years, Primary and Secondary, working with school leadership and external consultants.
- Supervise and mentor 21 teachers through coaching, professional development and curriculum guidance.
- Wrote the school's seven official policies and the Teacher Policies handbook, and designed a two-day staff orientation programme.
- Draft employee contracts in line with Lao labour law, handle recruitment, and run payroll for 22 staff (salary computation, payroll sheets and payslips).
- Run marketing: enrolment campaigns, boosted social media posts, event captions, and printed banners, posters, business cards and staff IDs.
- Built and host several websites for the school; manage Google Workspace accounts, shared drives and email, with Apps Script and AI (Claude) automations.

- Plan academic calendars, programmes and timetables; set up attendance procedures, parent communication protocols and the school's first Student Council.
- Lead Child Safety Officer: lead safeguarding training, coordinate the safety officers, and handle confidential records.

Department Coordinator, ESL & ICT Teacher · Golden International School Mar 2023 – Aug 2024
Coordinated the Early Years department, then English & Social Studies (K3 to Year 6, Cambridge curriculum), while handling the school's marketing design.

- Managed curriculum planning, teacher support and assessment across K3 to Year 6.
- Ran assessment cycles from design to reporting, and communicated results to teachers and parents.
- Designed event banners, social media content and promotional materials for the school.
- Taught ESL and ICT daily with a hands-on, student-led approach.

ICT & ESL Teacher · Golden International School Sep 2022 – Feb 2023
Taught ESL and ICT from Kindergarten 3 to Year 6 under the Cambridge Curriculum.

Online ESL Teacher (Remote) · NativeCamp, Inc. & TutorOn Aug 2019 – Jul 2022
Three years of fully remote work, teaching English to more than 10,000 students aged 4 to 80, with a 95% five-star rating.

- Taught students from Japan, China, Vietnam, Thailand, Korea and Uzbekistan, as well as corporate professionals.
- Delivered TOEIC, IELTS and Business English programmes, adapting to each learner's needs and background.
- Created educational ESL content for social media to support learning beyond the classroom.

IT Support Intern · Benguet State University Jan 2020 – Mar 2020
Front-line IT support across university departments: software, hardware and network issues.

- Resolved software, hardware and network issues for staff.
- Installed and configured LAN systems for departmental connectivity.
- Improved issue-resolution efficiency by 95%.

EDUCATION

BS Information Technology

Benguet State University · 2015 – 2022

CERTIFICATIONS

- CEFR C2 English (Proficient) (International English Test)
- Essential Management Skills (Intl. Business Management Institute)
- Child Safeguarding (UNICEF)
- TEFL & TESOL (International Open Academy · TESDA)
- Computational Thinking (VEX Robotics · 2024)
- Western Australian Curriculum (K–10) (SCSA · 2024)

TOOLS

Admin & Productivity

Gmail, Google Drive, Google Docs, Google Sheets, Google Forms, Microsoft Office, Microsoft Teams, Zoho

AI & Automation

Claude, ChatGPT, Google AI Studio, Apps Script

Design & Media

Canva, Photoshop, Illustrator, Premiere Pro

Web & Coding

VS Code, GitHub, GitHub Pages, HTML5, CSS, JavaScript, Python

Teaching & EdTech

Google Classroom, Moodle, Canvas LMS, Seesaw, Wayground, VooV Meeting, Scratch, Thonny

LANGUAGES & AVAILABILITY

- English: CEFR C2 (Proficient)
- Remote or on-site, part-time or full-time
- Based in Laos (UTC+7), overlapping with US, AU/NZ, UK/EU and Asia
- Rates on request