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##

**The Manager**

**Human Resource Department**

Abu Dhabi, U.A. E

 Dear Sir/Madam,

My resume is attached for your review. Please consider this letter as my formal application presenting my background, education and experience.

I received my Bachelor’s Degree in Elementary Education major in Special Education at First Asia Institute of Technology and Humanities, Tanauan City, Batangas Philippines in 2009 and have passed the Licensure Examination for Teachers (Philippines) last 2009.

I have over 2 years experience in the field of Teaching as SPED teacher

I am confident that my skills and past experience could make great contributions to your organization.

Therefore I would appreciate the opportunity to discuss my qualifications for this position in greater detail with you in person at your earliest convenience.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

## Profile

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##### CURRENT POSITION:

SPED TEACHER

**OBJECTIVE:**

To apply the knowledge I

acquired from past experiences in

the work setting so as to

contribute to the institution’s

growth, make a difference in other

people’s lives, as well as enhance

my skills and capabilities for

personal and career advancement.

##### HONORS RECEIVED:

Tertiary:

Dean’s Lister for four (4) consecutive semesters

Secondary:

MYDC Award

Interact Club Award

Primary:

Honor student from Grade 1 to Grade 6 and received some special award

Self-motivated highly developed problem solving skills. Excellent interpersonal and good management skills, able to work independently and part of a team, Armed with strong technical skills and the ability to work under pressure and quick learning ability stand out as forte.

## Qualifications & Licensure

| **B.Sc. Elementary Education major in Special Education (SPED)** **LET Passer-2009 (Licensure Examination for Teachers)** |
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## Career History

**SPED TEACHER**

**Speciablities Development Center**

**June 1, 2010 to March 25, 2011**

 **SPED TEACHER**

**Growth and Intellectual Nourishment Learning Center**

**Philippines**

**April 20, 2009- March 25, 2010**

## Duties & Responsibilities

**Speciabilities Development Center:**

Handles a class’ major and minor subjects (Language, Reading, Mathematics, Science, Social Studies, Writing, Sign Language – Finger Spelling, Computer and Arts) to Level 3 – Middle Grades, Level 4 – Transition, Level 5 – Advanced Transition Program and Level 6 – Life Centered Career Program pupils with **Autism Spectrum Disorder (ASD), Verbal Apraxia, Genetic Disorder - Down Syndrome (DS) and Cerebral Palsy (CP)** ages 8-49 years old

Prepares Individualized Educational Plan; Lesson Plans; Quarterly Written Examinations and Progress Reports

Facilitates tutorial and play group sessions ages 2 – 12 years old

Shares ideas in our Small Group Discussion (SGD) with the Occupational Therapists, Speech Therapists/Pathologists and other SPED teachers

Shares ideas in our Small Group Discussion (SGD) with the Occupational Therapists, Speech Therapists/Pathologists and other SPED teachers

Assists the child during Integrative Community Experience Program (ICEP)

Provides social skills training that includes proper grooming and hygiene (self-help/ activities of daily living-ADL)

Conducts home visit in every new student

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##### *Current Position*

SPED TEACHER

##### AFFILIATIONS:

Autism Society of the Philippines: Member

Involves in activities such as movie showing and seminars to promote awareness about Autism

Teacher’s League: Member

Participates in activities organized by the College of Education

**MEMBERSHIP IN ORGANIZATION:**

Municipal Youth Development Council (MYDC) – Member

Interact Club – Member

Teacher’s League - Member

Autism Society of the Philippines (ASP) – Member

Sandiwa Club – President (2009 – 2010)

PERSONAL DATA:

BIRTHDATE: OCTOBER 7, 1988

STATUS: MARRIED

NATIONALITY: FILIPINO

Conducts parent-teacher conferences (PTC) every quarter

Cooperating Teacher-give grades, evaluates and guide the pre-services SPED and Psychology students from prestigious universities such as University of Sto. Tomas (UST), Far Eastern University (FEU), Adamson University (ADU), University of Caloocan City (UCC)and De La Salle University Manila (DLSU) in the Development of Professional competencies, attitudes and behaviors

Demonstrates my techniques and strategies in teaching exceptional children for those SPED students from University of the Philippines (UP) & those taking up their Master’s Degree at De La Salle University Taft (DLSU)

**Growth and Intellectual Nourishment Learning Center**

Teaches Reading, Language, Mathematics, Science and Health, Writing and Computer to Nursery, Kinder Garten and Preparatory pupils with **Autism Spectrum** **Disorder (ASD)/ Pervasive Developmental Delay (PDD), Genetic Disorder-Down Syndrome (DS), Mental Retardation (MR), Global Developmental Delay (GDD), Speech Delay and Learning Disability (LD)**ages 2 – 32 years old

Eliminates pupils’ misbehavior using the appropriate approaches, teaching styles and strategies and teaching materials

Conducts and implements written examinations

Records and reports pupils’ progress

Conducts initial evaluation

Plans, implements and assesses Individualized Education Plan

Presents a case to parents to provide information

Communicates to other professionals to share ideas and solutions

Assists the child in cognitive training such as functional pre-academic and academic skills

Teaches the child to develop functional fine motor activities such as pre-writing and writing skills

Provides communication skills training including pre-language activity using communication pictures

Assists the child during “Community Integration” and functional recreational training

Provides social skills training that includes proper grooming

Cooperating Teacher-gives grades, evaluates and guide the SPED pre-service teachers from First Asia Institute of Technology (FAITH), Psychology students form Batangas State University-Lipa (BSU) and caregivers from Mindoro, Lipa, Batangas (Philippines)

## With Good Hands On

* Microsoft Office Software

## TRAININGS AND SEMINARS

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##### *Current Position*

SPED TEACHER

In- campus Practice Teaching

First Asia Institute of Technology and Humanities (Unified Department)

 3-week training, teaching regular students

November 03-21, 2008

Duties:

* Facilitates learning to Grade III pupils, two sections, more than 30 pupils per class with prepared lessons, visual aids, and quizzes
* Cooperates and coordinates to the cooperating teacher.
* Promotes rapport to the pupils.

On-the-job Training/Actual Teaching Practice

 Growth and Intellectual Nourishment Learning Center

 3-month training, teaching children with special needs

 November 27 – March 12, 2009

Duties:

* Conducts Initial Evaluation.
* Plans, implements, and assesses Individualized Education Plan.
* Presents a case to parents to provide information
* Teaches children with autism, Down syndrome, and learning disability
* Evaluates pupils through ongoing observations and assessments
* Collaborates to other professionals to share ideas and solutions

“Instruction Tools”

24th of November, 2006 at FAIth.

“Modern Trends in Mathematics Teaching”

24th of November, 2006 at FAIth.

“The Ethos of the Teacher: Key to Renewal”

24th of November, 2006 at FAIth.

“Teaching: The Arts and Science of Influencing Man’s Life.”

14th of September, 2007 at FAIth.

“Education the Most Treasured of Human Investment”

3rd of December, 2007 at FAIth

Personality Development

3rd of December, 2007 at FAIth

Developing Winning Personality

Preparing an impressive Resume

20th of February, 2009

Work attitude and Work ethics

27th of February, 2009

Seminar Workshop on Autism Management

16th and 17tth of May, 2009

PERCEIVE: Plan. Evaluate, Reinforce: A conference on Early Intervention for Educators

5th of March, 2011 at Diosdadp Macapagal Hall, UP School of Economics, Diliman, Quezon City