**Gulfjobseeker.com CV No:** **864570**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

A well qualified and a globally competitive person with experiences in group management and administrative assignments with proven ability in innovating effective strategies that affected quality outputs and products.

**Career Objective:**

To be designated in a challenging position that will maximize my capabilities in engaging into higher-order thinking skills and a high-impact leadership position that will require creative and innovative approaches to problem solving, strategy development and fulfilment of my personal goals.

## Educational Background

* Doctor of Philosophy in Educational Management (18 units) *Saint Paul University System-*
* Master of Arts in English *Surigao , San Nicolas St. Surigao*

*City, Philippines*

* Bachelor of Secondary Education major in English (Cum Laude) *Mindanao State University-*

GPA: 1.657, Consistent Philippine CHED-scholar*Main Campus, Marawi City,*

*Philippines*

#### Eligibility

#### Philippine Licensure Examination for Teachers Rating: 80.20%

* Philippine Civil Service Career Examination Exempted: (Graduate with Honors)

## Professional Experience

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## College Instructor, Lecturer, Reviewer, Trainer, Coordinator, Program Head, Researcher,

* *Saint Joseph Institute of Technology, Philippines*

June 2011-March 2012

* *Caraga State University, Philippines*

June 2005-October 2007

* *Surigao Education Center, Philippines*

June 2003-March 2005

* **High School English and Values Education Teacher/ Class Adviser/ School In charge /Curriculum Designer/Researcher/School Programs Coordinator and Organizer/School Collecting Officer**
* *Mindanao Emiliano Florendo Academy, Placer, Surigao del Norte, Philippines*

June 2009-March 2011, June 2002-March 2003

**Major Functions**

**As a Manager:**

* Arranged course objectives, outlines, classroom programs and organized helpful activities
* Planned and realigned lessons based on the results of needs analysis
* Identified and addressed individual differences and implemented rules and regulations
* Monitored the client’s different learning needs and performances on assigned tasks
* Maintained and updated attendance and performance records
* Followed up assignments and traced failures of tasks accomplishments
* Managed different problems encountered in every interactive situations
* Recommended solutions to problems presented
* Allotted extra time for client consultations
* Trained and coached students in developing their English communication skills

**As a Team player:**

* Responded to the call for achieving the set mission, vision and goals of the organization
* Offered total administrative support to the managers and direct reports
* Coordinated with other department programs
* Participated in the planning and realignment of division assignments
* Helped in the implementation, recommendation and training of the members in the organization
* Helped with product availability, customer-service and quality control related issues
* Organized details of agenda and prepared minutes of the organizational meetings
* Prepared necessary evaluation and monitoring reports
* Performed research and analysis assignments involving classroom issues
* Showed human interpersonal skills and interaction with school clients
* Handled incoming & outgoing calls
* Attending Visitors

## Language Proficiency

English, Tagalog and Sebuano Languages

## Personal Background

Age : 30

Civil Status : Married

Sex: Female

Citizenship : Filipino

Religion : Christian

Height : 5’1

Weight : 55 kls

Skills : Basic Computer Programs (Microsoft Word, Excel and Power Point),

Events Coordination, Hosting, Driving

Interests/Hobbies: Singing, dancing, listening to music, watching movies and cooking

## Seminars and Trainings

* Seminar-Workshop on “Understanding by Design”
* Seminar-Workshop on “Enhancing English for Academic Purposes
* Speech Laboratory Operation Training
* A Training on Research and Extension Services Skills and Enhancement
* Human Dynamics and Team Building Workshop
* Emceeing and Effective Public Speaking
* Echo- Seminar Workshop on the Training Course IMO Model 6.09

## Organizations

* Philippine National Organization of Professional Teachers, Inc.
* Mindanao State University Alumni Association