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***Zandra***

[***Zandra.149660@2freemail.com***](mailto:Zandra.149660@2freemail.com)

**CAREER OBJECTIVE:**

To engage myself in challenging and rewarding position in which I can increase my current skills and knowledge wherein there is an opportunity for my personal and professional development.

**EDUCATIONAL BACKGROUND**

**Tertiary: Bachelor of Secondary Education**

Batangas State University

Rizal Ave. Batangas City

2010 – 2014

**JOB EXPERIENCE:**

**TLE TEACHER**

St. Bridget College Alitagtag

Brgy. Dominador East, Alitagtag, Batangas Philippines

June 2015 – April 2017

**Duties and Responsibilities**

* Taught groups of students from various backgrounds
* Facilitated conversations with natural expressions
* Developed UBD and Kt12 learning plans
* Worked on natural pronunciation and stress patterns
* Assigned and graded assignments/performance tasks/written tests
* Experienced personal tutoring

**TESDA National Certificates II**

* **Housekeeping NC II**
* **Cookery NC II**
* **Technical Drafting NC II**

**SKILLS:**

* Excellent in front and Clerical Duties
* Committed, hardworking, with sense of professionalism
* Confident attitude to proactive approach to work
* Highly versatile to people, adjust easily to situation, can work under less supervision and stressful situations
* Computer Literate: Microsoft Office and the Internet
* Organization and time management skills
* Teamworking skills
* Practice occupational health and safety procedures
* Perform mensuration and calculations
* Observe procedures, specifications and manuals of instruction
* Provide secretarial support by conducting research, preparing reports, handling information requests, performing bookkeeping functions, preparing mail and scheduling conferences.

**CHARACTER REFERENCES:**

Available upon request.