

**Glenda**

Email Add.: Glenda.150124@2freemail.com

**Objective:**

 I am seeking a Teacher Assistant position in a Child friendly Educational Institution to bring my dedication and passion for children’s development to the teaching role in order to enhance learning experience and mold their self- esteem. To be able to support the lead teacher using skills in managing school activities and perform secretarial tasks to create an effective and healthy classroom environment.

**Summary of Qualifications:**

High level of patience and love for teaching children

Excellent ability to understand children’s psychology and plan teaching materials.

Skilled in developing fun and learning activities for children

**Technical Skills:**

Office Equipment: Fax machines, photocopiers and general office equipment

MS Office: Word and excel

**Work Experiences**:

**NAZIH Group/ Education Center**

Dubai, UAE

**Office Assistant cum Admin Support**- July 2015- Present

* Provides administrative, secretarial and clerical support to the staff to maintain efficient working environment.
* Taking monthly inventory of the stocks
* Monitor and maintain office supplies and ensure that office equipment is properly maintained and serviced.
* Fax, scan and copy document
* Type documents and reports
* Assist with event planning and implementation
* Keep office clean and tidy

**Jhun Encarnacion Salon**

Ever Gotesco Mall/Pasig City, Philippines

**Salon Receptionist/ Manager- December 2008- December 2014**

* Budgeting, Finances and bookkeeping
* General overseeing of the salon staff duties and responsibilities
* Ensuring a high level of client satisfaction
* Licensing and operations
* Answering phones, booking appointments for clients and calling clients to confirm appointments
* Greeting Clients with a friendly smile and walking them to the proper station.
* Selling appropriate retail to the clients
* Opening and closing the salon
* Receiving and keeping payment records of the client

**D-Sea Wall Trading**

NSFV, Cainta Rizal, Philippines

**Secretary- June 1999- July 2008**

* Answer phone calls and redirect them when necessary
* Manage the daily/weekly/monthly agenda and arrange meetings and appointments
* Prepare and disseminate correspondence, memos and forms
* File and update contact information of employees, clients and suppliers
* Develop and update filing systems
* Document expenses and hand in reports
* Undertake receptionist duties occasionally

**Educational Attainment**

**Bachelor of Arts in Mass Communication Major in Broadcasting**

Centro Escolar University, Manila, Philippines

1995-1999/ Graduated

**Personal information**

Birthdate: February 6, 1979

Gender: Female

Citizenship: Filipino