**MARICEL**

**Email:** [maricel.150609@2freemail.com](mailto:maricel.150609@2freemail.com)

**Civil Status** **:** Single

**Citizenship :** Filipino

**Visa Status :** Employment

**OBJECTIVE:** To obtain a position that will enable me to use and utilize my skills, interest and passion and ability to work well with people.

**WORK HISTORY:**

* **Administrative Assistant** Ice Kids Nursery

Jumeirah 1, Al Wasl Road

Dubai, UAE

March 2015- June 2015

-Filing of documents.

-Providing general administrative and clerical support including mailing, data entry, scanning and photocopying.

-Maintaining electronic and hard copy filing system.

-Maintaining of contact list.

-Receiving and directing telephone calls.

-Preparing daily reports, transmittal records and minutes of meeting.

-Keeping and performing inventory of school supplies.

* **Teacher Assistant** Ice Kids Nursery

Jumeirah 1, Al Wasl Road

Dubai, UAE

July 2015- present

-Working with the lead teacher prepare for lessons by setting up teachings aids ready such as computers, speakers, projector, work sheets and tables.

-Organizing and maintaining books, learning materials and resources.

-Maintaining discipline within the classroom and in play areas and ensure that all students are kept safe and accidents are minimized.

-Preparing class work and activities in advance of any lessons.

-Providing general support and one-to-one assistance for pupils.

-Laminating instructional materials to increase their durability under repeated use.

-Supporting and supervising educational games, sports and field trips.

-Helping children with reading.

-Putting together displays of children’s work

-Providing extra support for children with special educational needs

-Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups.

-Helping teachers with record keeping such as checking of attendance.

* **Classroom Teacher**  Our Lady of the Pillar College

Cauayan City Isabela, Philippines

10 July 2013– 10 April 2014

**-**Filing of student’s documents, issuing school textbooks and students report cards.

-Managing and inputting data such as student’s grades.

-Identifying, selecting, and modifying instructional resources to meet the needs of the students.

-Organizing and delivering classroom lectures to students of all age groups.  
-Preparing exercises, questionnaires and assignments for students at various levels.  
-Responding to the students queries in a spontaneous manner.  
-Preparing & maintaining records and writing reports on students.  
-Recognizing, respecting & nurturing the creative potential of each student.

-Participated in faculty and parent conferences.

* **School Paper Editor**  Our Lady of the Pillar College

Cauayan City Isabela, Philippines

10 July 2013 – 30 Mar. 2014

-Provide models of well-organized papers for the class and point to the specific aspects of the paper that make it well written;

-Provide drills and exercises with time for writing practice;

-Providing frequent meaningful opportunities for students to generate their own texts;

-Proofread and edit students’ write ups for initial and final publication.

**ACADEMIC QUALIFICATIONS:**

* License Teacher for Secondary Level

**OTHER SKILLS:**

* Technical/Computer Skills (MS Word, Excel, Power point)
* Excellent interpersonal, communication and relationship-building skills. Listen attentively, communicate persuasively and follow through diligently.

**EDUCATION:**

* Bachelor of Secondary Education, English major **Philippine Normal University**

Aurora Alicia Isabela, 2011

**SEMINAR AND WORKSHOP ATTENDED:**

* **English Language for Customer Service Providers**

Santiago College of Arts and Trades

June 9-24, 2014