**Gulfjobseeker.com CV No:** **942342**

**SKILLS AND STRENGTHS**

**COMPUTER LITERACY**

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

To contact this candidate use this link

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

**Age: 50 Citizenship: Filipino Date Of Birth: January 30, 1962**

**Sex: Female Denomination: Protestant Place Of Birth: Philippines**

**Height: 5’1 Civil Status: Married Weight: 115 Lbs**

**Flexible and can adapt to any condition**

**Fluent in English;**

**Can work with minimum supervision**

**Eager to learn new things**

**Willing to work extended hours when need arise**

**Has Initiative and is very resourceful**

**PERSONAL PARTICULARS**

**EDUCATIONAL BACKGROUND**

**Western Institute of Technology – Philippines**

**» *Bachelor of Science Major in English– March 1986***

**Microsoft Office**

**Open Office**

**Internet**

**Windows 98, ME, XP**

**WORK EXPERIENCE**

**September 23 ,2007 – Present ABUDHABI SPEECH LEARNING and**

 **DISORDER CENTER – Teacher Assistant**

 ***Abu Dhabi, U.A.E.***

***Interact With Children:***

**•** *Utilize appropriate language, interactions, and positive discipline.*

*• Model positive behavior.*

*• Assist in instructing and supervising children in classroom*

*activities.*

*• Continuously monitor children to ensure safety at all times, and*

*report child abuse and neglect when necessary.*

***• Assess children on a regular basis.***

*• Assist the Lead Teacher in incorporating required activities into*

*lesson plans that support children’s development.*

*• Help Lead Teacher prepare activities that support lesson plans.*

*Communicate With Parents:*

*• Maintain open communication with parents*

*• As a parent advocate, help resolve issues or concerns that are*

*raised.*

*• Inform parents about daily classroom routine, expectations,*

**March 10, 1987 – Feb. 28, 2005 SM DEPARTMENT STORE – Office Clerk**

 **Philippines**

* *Screens incoming calls, correspondence and responds independently when possible.*
* *Maintains confidentiality of information and data*
* *Responsible in making quotations, LPO, Invoices, Bill of Quantities and other related tender documents*
* *Maintains upgraded filing system*

**Nov. 2007 – May 10, 2008 SAWAEED EMPLOYMENT LLC**

 ***Abu Dhabi, U.A.E.***

* **Banquet Waitress assigned in various hotel in Abu Dhabi**
* **Provides excellent customer service**

 **as making the monthly budget planning for our station. My responsibility also includes doing the sales call, meeting with people in different companies to introduce and to muster some clients for corporate accounts.**

**ETHEL GRACE E. GALVEZ**

**Abu Dhabi, UAE**

**MOBILE: +9715Visa**

**POSITION APPLIED**

**Visa Status: Employment Visa**

**LIED**

**TEACHER ASSISTANT**