**Gulfjobseeker.com CV No:** **1144512**

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**WORK EXPERIENCE**

**Endlessrise Inc – Makati, Philippines**

Junior SEO Specialist

September 2013 – November 2013

* Website analysis
* Managed campaign records
* Updated all necessary documents pertaining to campaigns
* Reported changes and logged other information regarding a campaign’s development
* Handled clients
* Sent out On Page SEO-related materials to clients for review or approval
* Answered client’s queries and requests through e-mail or passed them down to appropriate personnel for further processing if applicable
* Reported campaign issues to clients
* Disseminated On Page requirements to On Page Web Developers, Website Content Team and other concerned bodies
* Tracked down a campaign’s On Page progress

**Cambridge Child Development Centre - Makati, Philippines**

*Preschool Teacher*

*September 2011 – September 2013*

* Planned and implemented activities to meet the physical, emotional, intellectual, and social needs of the children in the program
* Developed term web and weekly lesson plans
* Accurately completed all classroom paperwork, including daily reports,

accident reports, attendance records, children’s responses and teacher’s reflection

* Communicated effectively with parents about their children’s development
* Established policies and procedures including acceptable disciplinary policies
* Prepared specific objectives, progress reports, captions and port folios for each pupil
* Handled the inventory of books, Montessori materials, school supplies and other school equipment
* Assisted in the front desk, received calls and attended to inquiries
* Constructed forms, correspondences and meeting agenda
* Trained and assisted new teachers

**Elizabeth Seton School, Philippines**

*Preschool Teacher*

*June 2010 – March 2011*

* Created lesson plans and structured play to promote children’s development using an assortment of games and equipment
* Evaluated students progress and development in the classroom as well as in outdoor activities; identified any delays in progress and notified parents
* Observed and evaluated pupil’s performance, behaviour, social development, and physical health
* Prepared daily PowerPoint presentation
* Provided teacher-made tests for weekly and termly assessment using MS Office (Word, Excel, and PowerPoint)

**Deira International School, Dubai, United Arab Emirates**

*Foundation Stage 2 Assistant Teacher / Key Stage 2 Assistant Teacher*

*October 2006 – December 2009*

* Worked in Foundation Stage 2 classes of four year olds and in Year 2 classes of six year olds
* Assisted lead teacher with daily activities and routines
* Prepared classroom materials and resources
* Supervised classroom in the absence of lead teacher

**Modern Renaissance School, Dubai, United Arab Emirates**

*Kindergarten Assistant Teacher*

*September 2005 – June 2006*

* Assisted Lead Teacher in planning and implementating the daily program
* Prepared lesson materials, bulletin board displays, equipment, and demonstrations
* Provided clerical and instructional support in the classroom
* Graded homework and tests, and recorded results

**British Institute for Learning Development, Dubai, United Arab Emirates**

*(Temporary) Shadow Teacher*

*April 2005 – July 2005*

* Administered academic program and recorded progress on a daily basis
* Helped Lead Teacher develop, plan, and implement appropriate ABA curriculum and methods
* Attended and participated in required meetings
* Performed such other appropriate and position-related duties and assumed such other responsibilities as the Lead Teacher, Program Coordinator and/or the Program Director may assign

**PERSONAL INFORMATION**

**Nationality:** *Filipino*

**Gender:** *Female*

**Date of Birth:** *May 5, 1982*

**Civil Status:** *Single*

**Languages Spoken:** English and Filipino

**EDUCATION**

***Philippine Normal University***

Master of Arts in Education with Specialization in English Language Teaching

May 2010 – present

***Philippine Normal University***

Bachelor of Early Childhood Education

June 2000 – March 2004

***ERDA Technical Vocational Secondary School***

Certificate of Proficiency in General Drafting with AUTOCAD

June 1995 – April 2000

**SOFTWARE SKILLS**

* Microsoft Offices: Word, Excel, Powerpoint
* Expertise in using Internet, MS Outlook & Lotus notes

**SEMINARS ATTENDED**

* “Helping Children Cope with Stress.” Elizabeth Seton School - South, Philippines. August 20th 2010.
* “Innovative Strategies in Preschool.” Elizabeth Seton School, Philippines. June 1st 2010.
* Read Write Inc. The Rose Program. Deira International School, Dubai. September 2009.
* “A Corner to Learn.” Safa Private School, Dubai. May 6th 2007.
* Aspects of Foundation Years Strategies – Teaching Through Topics.” Magrudy’s ERC, Dubai. February 13th -15th 2007.
* “Updates on Current and New Initiatives – Assessment in the Early Years.” Horizon School, Dubai. February 12th 2007.
* “Creative Teaching: A Demo Fest.” Association for Preschool and Primary Educators of the Philippines. Philippine Normal University, Manila. 2006