**Gulfjobseeker.com CV No:** **1400730**

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**Objective Statement**

To obtain a position within a growing organization that offers challenges and opportunity to grow with the company that will enable me to use my organizational skills, educational background and ability to work well with people. I wish to contribute my current skills attending to clients' needs and maintaining a professional demeanor to your company.

**Summary of Qualification and Skills**

* Certified Secondary Teacher specialized in Music, Arts, Physical Education and Health.
* Resourceful and have ability to handle and adopt quickly on changes.
* Remarkable skills combine with outstanding interpersonal, communication and leadership capabilities to produce cost-efficient result.

**Professional Experience**

**Secondary School Teacher (Music, Arts, Physical Education & Health)**

May 2013 till April 2015

Cambaog National High School, Department of Education Philippines

***Key Functions:***

* Responsible for planning effective lessons and preparing resources with clear teaching objectives and learning outcomes.
* Provide assessments in developing of students extracurricular activities particularly in sports program.
* Working in accordance with the school’s curriculum statement and policies.
* Planning and preparing appropriate lessons and suitable teaching materials.
* Monitoring and assessing student’s progress.
* Ensuring the proper use and handling of sports equipment.
* Maintained accurate student attendance records and grades. Worked in accordance with school behavior policy to set high standards and expectations for students.

***Other Notable Performance:***

* Trainer and Coach for the school Table Tennis athletes for two consecutive years.
* Handle maximum 5 classes per school year (approximately 50 students per class).
* Organize dance group to compete with different schools in yearly Municipality Festival.
* Organize and communicate with parents, students and administration to discuss student progress.
* Engaged in the self-review processes together with the school management.

**Receptionist / Administrative Secretary**

June-2011 till April 2013

Manila Central University, Philippines

***Key Functions:***

* Excellent telephone manner by answering all incoming calls/emails and rerouting them to relevant parties.
* Meeting and greeting visitors ensuring they are signed in and inducted.
* Respond to inquiries and provide appropriate secretarial support.
* Ensuring an efficient running and operation of the reception desk.
* Good IT skills Word, Excel, Email and Internet.
* Accept and adhere to the need for strict confidentiality.

**Fitness Assistant |April 2009 – June 2009**

**Gold’s Gym Inc. – Xavier School, Philippines**

***Key Functions:***

* Entertain and assists clients for all inquiry on our membership packages.
* Demonstrate the correct way in using exercise equipment.
* Conduct fitness assessment on club members such as BMI, weight & height.
* Plan routines and choose different movements for each set of muscles based on fitness test conducted to club members.
* Observe club members and inform them of corrective measures necessary for skill improvement.

**Educational Background**

Bachelor of Physical Education 2007 – 2011

Pamantasan ng Lungsod ng Maynila ( PLM)

Manila, Philippines

**Professional Qualification**

Professional Teacher

issued by Professional Regulation Commission (PRC)

Manila, Philippines

**Trainings & Seminars**

* K to 12 Grade 9 MAPEH Teachers Mass Training, May 2014, Department of Education, Bulacan, Philippines.
* Division Seminar on Enhancing Teaching Skills of Grade 9 MAPEH Teachers, August 2014, Department of Education, Bulacan, Philippines.
* Gender Sensitivity Training and Competence Building of Committee on Decorum and Investigation, November 2013, Department of Education, Bulacan, Philippines
* 2013 Division Dance Education Workshop for Teachers, September 2013, Department of Education, Bulacan, Philippines.
* Basic Occupational Safety and Health Program, June 2011, Manila Central University, Caloocan City, Philippines

**Personal Information**

* Birth Date: September 13, 1990
* Nationality: Filipino
* Height: 5’3”
* Civil Status: Married