## OBJECTIVES

* Strong communication and interpersonal skills with good verbal and written communication. To obtain a position that will enable me to use my skills, experiences in my previous company especially in customer service, administration and ability to work well with people. Determined to improve competencies and personal skills, having strength in professional and effective self correspondence. Seeking a challenging position in reputable firm in my career where my academic background and interpersonal skills are well developed and utilized.

**WORK EXPERIENCE**

**Imus Cavite October 2013 – August 2015**

*Private Tutor*

* Provided individual tutorial services to young children in Grade 1 to Grade 6 levels.
* Helped the children in their homework and assignments.
* Assisted students in improving academic achievement by meeting with them on the regular basis to clarify learning problems and work on the study skills.
* Reviewed class material, discussed the text, predicted test questions, formulated ideas for papers or worked on solutions to problem.

*Field Interviewer*

* Conducted the actual house to house visit and listing of households.
* Interviewed the farmers, farm laborers and fishermen.
* Recorded information on the prescribed registration forms.

**Commonwealth Insurance Company, Las Piñas City April 2011 – April 2013**

*Staff Assistant*

* Assisted in writing insurance policies.
* Performed clerical works such as encoding/typing of quotations and policies.
* Organize and work with detailed office or warehouse records, using computers to enter, access , search and retrieve data.
* Provide customer service, such as giving limited instructions on how to proceed with claims or providing referrals to auto repair facilities or local contractors.
* Established and implemented a systematic and orderly filing of documents.
* Solicited quotations from suppliers.
* Assisted in answering clients’ calls and other telephone inquiries.

**MESCO Express Service Corp , January - March 2011**

*Office Staff*

* Performed processing and sorting of clients’ mails and E-tickets.
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
* Answer telephones, direct calls and take messages.
* Compile, copy, sort, and file records of office activities, business transactions, and other activities.
* Complete and mail bills, contracts, policies, invoices, or checks.
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.

**PLICA Learning Center , October 2008 – March 2009**

*Tutorial Instructor*

* Provided tutorial services to young children in Grade 1 to Grade 6 levels.
* Helped children in their homework and school assignments.
* Assisted the preschool teachers in the children’s outdoor activities and games.

**QUALIFICATIONS**

* Knowledge in Microsoft applications such as MS Word, Excel, Power point.
* Skills in training and teaching children.
* Able to multi-task efficiently and work in a team with determination, dedication and flexibility.
* Takes initiative, organized, attentive to details and good work ethics.
* Ability to work harmoniously and cooperatively with colleagues, faculty and staff.
* Experienced in tutoring and/or teaching setting, extensive knowledge of tutorial supplemental instruction and other academic support programs.
* Strong organizational skills and ability to work with minimal supervision.
* Prepared and willing to take on a challenging role in any highly competitive multicultural environment.

**EDUCATION**

Bachelor of Science in Practical Arts Education (2004-2008)

Bicol University

Philippines

**TRAININGS**

● Values Education and T.L.E. Student Teacher

* Grade 5 Student Teacher - Oas Polytechnic School - Philippines

**PERSONAL INFORMATION**

* + Born on 19 March 1988, Speaks English and Filipino.



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