**Curriculum Vitae**

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| **objective** |

To achieve a challenging administrative/teaching position where I can utilize and apply my knowledge and skills which will further be develop my professional competencies.

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| **QUALIFICATIONS** |

* Have professional experiences from teaching locally and abroad
* Knowledgeable in Planning fundamentals, scheduling and supervising
* Able to work in a highly computerized environment
* Well versed in all MS – Office applications with excellent typing speed and accuracy
* Conversant both verbal and in writing
* Excellent in communication and presentation skills

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| **Work Experiences** |

**Company name** : **Ramon Magsaysay Memorial Colleges – MI, Philippines**

**Position : ITE Program Head**

**Inclusive dates : November 2014 – up to the present**

**Work Description:**

* Assists in the formulation of institutional policies, curriculum development and offering
* Initiates and institutes a faculty and staff development program
* Oversees the formation, implementation, and evaluation of plans and programs for development and the supervisory/coordination of activities and services for the goals and the advancement of goals and objectives

**Company name** : **Ministry of Education, Ethiopia**

**Position : ICT Lecturer/Quality Assurance**

**Inclusive dates : November 2011 – up to the present**

**Work Description:**

* Conduct regular lectures on ICT occupations under the MOE – Ethiopian Occupational Standards (EOS), design, develop and implement programs for institutional development and help on designing school curriculum based on EOS.
* Develop Training Teaching & Learning Materials (TTLM) for ICT Sector of TVET Polytechnic and Colleges program.
* Conduct Skills Gap Training on Local ICT Trainers of SNNPRS.
* Supervises CoC assessment of ICT on different clusters of SNNPRS
* Conduct Project Based Training on Webpage Development & Design using WAMP (Window-based server, Apache, MySQL, PhP) programming language

**Company name : Mindanao State University, General Santos City, Philippines**

# **Position : IT Teacher/Teacher I (All High School Levels)**

**Inclusive dates : June 2007 – Oct 2011**

**Work Description:**

* A full time IT instructor of the Information Technology Department.
* Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
* Developed school website.
* Adviser /Coach on inter-school IT competitions.

**Company name : Ramon Magsaysay Memorial Colleges, GSC, Philippines**

# **Position : IT Instructor**

**Inclusive dates : July 1995 – June 2007**

**Work Description:**

* Teaching IT Subjects: Software Eng’g, Software Analysis and Design, Artificial Intelligence, Basic PC Trouble Shooting and Techniques, Assembly Language Programming, Management Information System, Computer Security, Web Development & Designing and other IT related subjects.
* Prepare and deliver lectures to undergraduate and/or graduate students on topics such as programming, data structures, and software design.
* Appointed as the Computer Laboratory Supervisor, responsible in maintaining the orderliness and functionality of all computer system including the maintenance of hardware and operating system.
* Responsible for teaching 3rd year and 4th year subjects such as Thesis Writing and Feasibility Study.
* Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
* Supervise students' laboratory work.
* Maintain student attendance records, grades, and other required records.
* Prepare course materials such as syllabi, homework assignments, and handouts.
* Adviser of quiz bee school team to compete with other schools.

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| **Seminars & Workshops Attended** |

* **JEDI Training – Mobile Application Development**, SMARTLAB, Omer Hall, Notre Dame of Marbel University, Philippines, May 25 – 27, 2010

* **Content Generation & Web Development Training**, USJR-Basak Campus, Cebu City, Philippines, November 30 – December 4, 2009
* **21st Century Leadership Training**, CEFTEX, Cebu Normal University, Philippines, November 4 – 6, 2009
* **First OpenHub Conference – UNDP IOS**, Isla Parilla Resort, Philippines, November 27 – 29, 2007
* **Coach/Facilitator**, Department of Education – Regional Integrated Competition, Philippines, October 27 – 29, 2010
* **Animation Process and Production Seminar**, KCC Convention Center, Philippines, July 16, 2009

* **Lecturer (CV Writing)**, Mar Roxas Job – Seekers Boot Camp 2009, MSU – CETD, GSC, March 24 - 25, 2009
* **Filipino Secretariat**, Term 2 DepEd Summer Program for Non – Specialists Secondary Teachers in Filipino and Araling Panlipunan, College of Education, MSU – GSC, April 13, 2008 – May 24, 2009
* **Coach/Facilitator**, AMA Computer College – Clash of IT Wizards, Philippines, November, 2008
* **Lecturer (Computer Technology),** Skills Training on Livelihood and Values Education, MSU – GSC, April 16, 2008 – May 24, 2008
* **Filipino** **Secretariat,** Term 1 DepEd Summer Program for Non – Specialists Secondary Teachers in Filipino and Araling Panlipunan, College of Education, MSU – GSC, May 2008

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| **Educational Background** |

Field of Study : **Master in Information Technology**

Name of Institution : Notre Dame of Marbel University

Location : Philippines

Date : March 2011– (Graduated)

Field of Study : **MS in Information Science**

Name of Institution : University of South Easthern Philippines

Location : Philippines

Date : Nov 2005, (9 units earned)

Field of Study : **MS in Computer Applications**

Name of Institution : Mindanao State University - Iligan Institute of

Technology

Location : Philippines

Date : June 1999, (27 units earned)

Field of Study : **Bachelor of Science in Computer Science**

Name of Institution : University of San Jose – Recoletos

Location : Philippines

Date : March 1992 – (Graduated)

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| **Personal Profile** |

Age : 44 years old Citizenship : Filipino

Birthday : August 7, 1970 Language : English



**Gulfjobseeker.com CV No:** **1484994**