**SUMMARY**

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* + Accommodating professional who effectively manages strict deadlines, schedules and repetitive tasks with a positive, can-do attitude.
	+ Experienced and organized teacher who works easily with individuals or groups of all backgrounds in collaborative team environment.
	+ A flexible manpower who provides administrative support for fast-paced and multi-task operations.
	+ **SKILLS**

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* + Good English communication skills
	+ Database Management
	+ Excellent typing skills
	+ Business Writing
	+ Customer service-oriented
	+ Fast learner and flexible
	+ Multi-tasking and advanced organizational skills
	+ Computer proficiency
	+ Dance trainer and choreographer

**ACCOMPLISHMENTS**

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* + Consistently received an Outstanding Award as an educator.
	+ Improved office organization by compiling reports, records and database management.
	+ Effective in multi-tasking and demonstrated proficiency in customer relations, office tasks, and administrative functions within a busy environment.

**WORK EXPERIENCES**

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Teacher III *February 9, 2004 to present*

Department of Education, Philippines *Philippines*

* + Instructed students individually and in groups.
	+ Set up lesson materials, bulletin board displays and demonstrations.
	+ Promoted physical, mental and social development by implementing classroom games and outdoor recreational activities.
	+ Adapted teaching methods and materials to meet students’ varying needs and interests.

Secretary *August, 2001 - January, 2004*

Department of Interior and Local Government  *Philippines*

Brgy. Sto. Nino, Tugbok District, Davao City

* + Examined, categorized and arranged documents properly.
	+ Maintained physical and computer-based filing system.
	+ Fast-Tracked incoming and outgoing files.
	+ Responded to internal and external requests for information.
	+ Ensured the confidentiality of records and easy location of files.

Registrar’s Office Records Clerk *May 1997 - July, 2001*

Holy Cross of Davao College *Philippines*

Records Management Office

* + Responded to all requests such as transcript of records, diploma, certifications and other transactions.
	+ Sent communications on meetings, conference and assemblies.
	+ Systematically performed enrollment procedure.
	+ Encoded grades and kept the confidentiality of individual records of students.

**EDUCATION**

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* + **Master of Arts in Guidance and Counseling** *2008*

 Holy Cross of Davao - Graduate School *Philippines*

* + **Bachelor of Elementary Education**

 Holy Cross of Davao College - Academic Scholar Awardee *2001* *Philippines*

* + **Los Amigos National High School**

 Academic Excellence Award *1997* *Philippines*

* + **Imelda Elementary School**

 Graduated First Honorable Mention  *1993*

 *Philippines*

*PERSONAL INFORMATION*

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*Nationality : Filipino*

*Birthdate : October 16, 1980*

*Gender : Female*



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