**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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