GENERAL OBJECTIVE

To expand my experience and be part of a company that strives for the best, that in turn will further challenge and mold me to my fullest potential.

PROFESSIONAL EXPERIENCE

* **March 2012 – Present Faculty Teacher at Immaculate Conception Catholic School-Calamba**
	+ - Teaches the entire coverage of the primary curriculum
		- Takes responsibility for the progress of each pupil
		- Organise the classroom in such a manner as to encourage enthusiasm in learning upon the pupils
		- Plans, prepares and presents the lessons in such a manner as to cater to the needs each of pupil and the class as a whole
		- Motivates and encourages pupils to develop their skills
		- Maintains discipline and order in class
		- Meets requirements for the assessment and documentation of the pupil’s progress
		- Provides feedback to parents
		- Works with others to plan and coordinate working with others to plan and coordinate work
* **May 2011 - February 2012 Job Order Data Encoder at City Government of Calamba-MRES**
	+ - Coordinated with Operations Team for Job Orders to be raised
		- Verified and processed account information into the system
		- Communicated with the clients for Job Orders raised
		- Kept records of tasks, files and reports
* **June 2010 - March 2011 Office Administrator at Asian Computer College**
	+ - Maintained the daily attendance sheet for staffs
		- Coordinates with HR for the daily attendance sheet of staffs
		- Was responsible for taking inventory of office supplies and pantry supplies
		- Kept records and files
		- Attended to calls and emails
		- Liased with department heads in organising events that will develop a harmonious working environment for the staffs
		- Prepared reports as required by the Manager
* **July 2009 – October 2009 Practice Teacher at Eduardo Barreto Sr. National High School**
	+ - Assisted the Faculty in preparing the lessons for the class
		- Assisted the Faculty in keeping order and discipline inside the classroom
		- Obeserved and provided suggestions to the Faculty for improvement of learning processes for the pupils

**SEMINARS/ TRAININGS ATTENDED**

* **September 2008** *World Englishes : Challenges and Opportunities*

 Alliance of Language and Literature Teachers, Inc.

 De La Salle University - Manila

* **September 2008** *First Regional PAFTE Seminar : Facilitating Learning*

 University of Batangas

* **March 2010 Understanding by Design (UbD)**

 Teacher Education Department, City College of Calamba

KNOWLEDGE OF:

* General knowledge of computer software ( MS Excel, MS Word, and MS Power point)
* Reception and administrative duties
* Data encoding
* Reports preparation

**PERSONNAL SKILLS**

* Customer service-oriented
* People-oriented
* Administrative experience
* Excellent communication skills

EDUCATIONAL

* **2010**  **BACHELOR OF SECONDARY EDUCATION, Major in English**

Graduate

City College of Calamba, Calamba City, Philippines

* **2011** **MASTERS OF ARTS IN EDUCATION**

Undergraduate (21 Units Earner)

Integrated College in Physical Education (former NCPE), Manila, Philippines

* **2011** **NCII BARTENDING**

TESDA-CCED, Calamba City, Philippines

PERSONAL INFORMATION

Sex : Male

Age : 30 years old

Place of Birth : Manila, Philippines

Date of Birth : June 19, 1985

Religion : Roman Catholic

Marital Status : Single



**Gulfjobseeker.com CV No:** **1534092**

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