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**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)