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**FLORDEMY D.**

**OBJECTIVES:**

To join a team where I can utilize my skills experience and education as well, procure a role that would promote job satisfaction and personal growth is attainable excellence is observed.

**SUMMARY OF QUALIFICATION:**

* Have knowledge in computer works.
* Operating machineries (computer, fax, scanner, lamination and photocopier.)
* Telephoning (answering calls, making calls, and transferring call.)
* Eager to apply leadership skills, ability to take decision, accomplish task on time, honest and hardworking.
* Skill in communications with public
* Highly organized and ability to handle multi-task effectively
* In depth customer service skills as well as public relations
* Knowledge of basic arithmetic
* Skill in handling and counting cash
* Remarkable word processing and data entry skills

**CAREER PROFILE AND EXPERIENCE**:

* To obtain a challenging and rewarding position within your company which will allow me to use my capabilities for the benefits of the company that will utilized my skills experience and education as well, procure a role that would promote job satisfaction and personal growth. Reliable committed in delivering a high standard of work with flexible approach and own initiative. Efficient organizer with eye for details and ability to work as part of the team.

**WORK EXPERIENCES:**

**DEPARTMENT OF EDUCATION**

**DIVISION OF CEBU PROVINCE**

**IPHO BLDG., SUDLON, LAHUG**

**CEBU CITY, PHIL.**

ELEMENTARY PUBLIC SCHOOL TEACHER

MARCH 2013-JANUARY 2016

* Facilitates learning in the classroom
* Demonstrates life-long learnings
* Helps students apply concepts like math, sciences and other subjects
* Assigned as faculty treasurer and is responsible in handling school funds
* Interacts with students and asks open-ended questions
* Works with highly professional individuals
* Relates each situations to real life scenarios
* Assist the district subject specialist in science in planning and formulating programs instructions in Science
* Attends meetings and conferences
* Disseminate information through meetings and workshops
* Holds inventories of books and materials in school

**NATIONAL STATISTICS OFFICE**

**FIELD OFFICE**

**REGION VII**

**DUMANJUG, CEBU AREA**

FIELD ENUMERATOR

JANUARY 2013-FEBRUARY 2013

* Records all family members in a household
* Asks related questions
* Surveys on plants and animals in the surroundings
* Holds inventories and put in a graph
* Enumerates and records all buildings (residential or commercial) in a designated area
* Determining the total land area owned by a certain person

**SKILLS:**

* Computer Proficiency
* Good command in English
* Self-motivated, responsible individual committed to provide quality

**EDUCATIONAL ATTAINTMENT**

**GRADUATE SCHOOL**

**Master in Education**

**12 units**

**Cebu Technological University**

**Maolboal, , Philippines**

**Summer 2014**

**UNDERGRADUATE SCHOOL:**

**Bachelor in Elementary Education**

**Cebu Technical University**

**Moalboal, , Philippines**

**Graduated: Year 2010-2011**

**PERSONAL DATA:**

Age : 25 yrs .old

Birth date : May 12, 1990

Status : Married

Nationality : Filipino

Height : 5’4

Language : English, Tagalog, Cebuano