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**POSITION APPLIED:**

* **Call Center/Account Executive/Sales Executive**
* **Receptionist/Administrative Assistant/Clerk**
* **Contract Specialist/Marketing Specialist**
* **OPERATIONS/Management Trainee**

**JOB OBJECTIVE:**

To practice a career wherein I can be efficient and effective and give quality customer service that will make a notable contribution towards the growth of the organization.

**AREAS OF EXPERTISE**

Classroom Organization Resource Management Student Motivation

Student Discipline Curriculum Planning Policy Implementation

Planning Activities Diversity Issues Classroom Management

**KEY SKILLS AND COMPETENCIES**

* Good communication and interpersonal skills
* Punctual, hardworking, and responsible
* Quick learner and detail oriented
* Good problem solving skills
* Multi-tasking skills and ability to work under pressure
* Proficient in MS Word, MS Excel, MS PowerPoint and the Internet
* Able to create a lively and effective learning environment.
* Familiar with a variety of teaching approaches to students.
* Having the ability to motivate and earn the respect of the students.
* Can work with other professionals, like speech therapists.

**CAREER HISTORY**

**Private Company-EC Glass and Aluminum,**

OPERATION MANAGER- September 27, 2007- February 1, 2016

* Responsible for the client’s quotation, marketing strategies and sales power motivation.

**Public School- Cebu City Central Night High School,**

PRACTICUM TEACHER-2015 (First Semester)

* Responsible for assisting in the educational and social development of students under the direction and guidance of the head teacher. In charge organizing classes and responding to the strengths and needs of students during lessons in behalf of teacher in-charge.

**Duties**:

* Planning & delivering well-structured lessons which engage & motivate students.
* Planning and organizing visits, field studies and special activities connected with the teaching of the subject.
* Supporting the school in delivering the curriculum effectively.
* Managing resources effectively and ensuring appropriate value for money.
* Organizing and supporting a range of extra-curricular activities.
* Achieving and maintain high standards of care and education.
* Planning, preparing and reviewing the school curriculum with the in-charge teacher.
* Ensuring all Health & Safety policies are implemented and adhered to at all times.

**College University-Leyte State University,**

COLLEGE INSTRUCTOR-2004 (First Semester)

* In charge of administering the lessons to freshmen and major students.

**Duties:**

* Teaching General Biology to First year students and Embryology for Major students.
* Preparing the quizzes, activities and long exams.
* Planning and organizing field trips for educational advancement.
* Encourage students to participate in reporting and actual related activities.

**College University- Mindanao State of University-IIT,**

RESEARCH ASSISTANT-2002-2004

* Responsible for getting the experiment samples for the study and further verification of the specimen by using the online database.

**Duties:**

* Obtain related research subjects as back up information of the study or literatures.
* Perform multi variation statistics and data using computer software.
* Validate the accuracy of data obtained by using existing databases and correcting if there were any errors.
* Develop and implement research quality control procedures.
* Collect various related specimens as required in the research project.

**Private Company-EC GLASS & ALUMINUM**

Management Trainee-November 20, 1998- November 20, 2002

* In charge of administrative paper works, client’s follow-up by cold calls and acting operation manager in his absence.
* Expose on various tasks such as administrative support, which includes the secretarial work, excellent hospitality, and warehouse management that tackle specifically on product purchasing and inventory aspects.

**ACADEMIC QUALIFICATIONS**

**University of the Visayas, 2016-Present**

Master of Education

**University of the Visayas, 2014-2015**

Diploma for Professional Education (Teacher Board Passer-84%)

**Mindanao State of University, 2002**

Master in Biology

**Mindanao State of University, 1998**

College Degree

Bachelor in Science Major in Zoology

**Don Bosco Technical High School, 1994**

High School

**Don Bosco Technical High School, 1990**

Elementary School

**PERSONAL DATA:**

Age : 39

Date of Birth : 20 December 1976

Civil Status : Married