**First Name of Application CV No 1639482**

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**CURRICULUM VITAE**

**PERSONAL DETAILS**

* Date of Birth : April 14, 1989
* Age : 26 years old
* Gender : Female
* Nationality : Filipino
* Marital Status : Single
* Religion : Baptist
* Height : 5 feet 1 inches
* Weight : 48 kls.

**EDUCATION**

* **Course : Bachelor of Secondary Education Major in General**

**Science**

Dates Attended : June 2005

Completion Date : October 15, 2009

School : Camiguin Polytechnic State College

Address : Balbagon, Mambajao, Camiguin Philippines

* **Secondary Course : Highschool**

Dates Attended : June 2001

Completion Date : March 26, 2005

School : Columbia Saint Michael Parish High School

Address : Mahinog, Camiguin Philippines

**WORK HISTORY**

* Duration of Employment : June 2011-February 2014

**Name of Employer : Provincial Government of Camiguin Philippines**

**PROVINCIAL AGRICULTURE OFFICE**

**Position : Administrative Clerk**

Job Description:

* Encoded and make communications and reports.
* Ensures all filing is carried out on a regular basis and maintains efficient filing system.
* Operated office equipment’s such as photocopier, scanner and fax machine.
* Received all incoming documents for distribution to concerned departments or individuals.
* Assisted different departments in the organization in their administrative needs.
* Maintained inventory of office supplies for submission to Purchase Department.
* Maintaining a filing and tracking system update and business contact details.
* Maintaining purchase request for the office supply
* Duration of Employment : February 2014- March 2014

**Name of Employer : Valencia Baptist Christian Academy**

**Position : Substitute Mathematics Teacher**

Job Description:

* Conducted small group and individual classroom activities with students based on differentiated learning needs to ensure all students are learning at full potential.
* Employed assessment tools and proactive strategies to improve instruction method.
* Encouraged students to be understanding with others.
* Facilitated activities that developed student’s physical, emotional and social growth.
* Provided a stimulating learning environment in which students can develop to their full potential.
* Employed a broad range of instructional techniques to retain student interest and maximize individual learning within a group environment.
* Creative and resourceful teacher with proven ability to enhance students’ performance.
* Duration of Employment : June 2014- October 2015

**Name of Employer** : **Valencia Baptist Christian Academy**

**Position**  : **Elementary Teacher**

Job Description:

* Organized parent-teacher conferences to maximize student learning opportunities and develop forward-thinking plans to correct ongoing issues.
* Demonstrated sound works of ethics.
* Engaged learning activities.
* Used the positive reinforcement method to redirect poor behavior.
* Assigned lessons and corrected homework.
* Facilitated activities that developed student’s physical, emotional and social growth.
* Employed assessment tools and proactive strategies to improve instruction methods.
* Encouraged students to be understanding with others.
* Organized the thoughts of the students logically and explaining everything clearly.
* Listened students with some difficulties and give instructions and act on those instructions with minimal guidance.
* Presented my ideas well to my students.
* Motivated the students that work independently and need little supervision.
* Encouraged creativity and higher-order thinking to increase children performance.
* Possessed a positive and effective teaching style with the willingness to work above and beyond the call of duty.
* Have a strong organization skills and an ability to plan ahead and always do a thorough job.

**SKILLS**

* Imparted knowledge to teach the students.
* Data encoding, filing and document controlling
* Dedicated Support professional offering versatile office skills and proficiency in Microsoft Office programs.
* Self-motivated
* Time management
* Customer service
* Strong verbal and communication skills.
* Initiative with high level of energy.

CARRER GOAL

* Seek a responsible job with an opportunity for professional challenges.
* Seeking an employment with a company where I can use my talents and skills to grow and expand the company.
* Seek a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.
* Seek a company where I can use my experience and education to help the company meet and surpass its goals.
* Build a long-term career in my field of experience with opportunities for career growth.
* Keep up with the cutting edge of modern culture and technologies.
* Enhance my academic skills in a dynamic and fast-paced workplace
* To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.
* Achieved goals through persistence, dedication, and commitment.