**Henesy**

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**PROFESSIONAL SUMMARY**

To build a career which will help me to explore myself fully and enhances my abilities and skills and be part of a team in achieving required objective.

**EXPERIENCE**

*Our Lady of Perpetual Help School Mejico St., Santolan, Pasig City, Philippines*

*High School Faculty September 2015-April 2016*

* Planning, preparing, and delivering the lesson to the students in class;
* Teaching according to the educational needs, abilities, achievements of the individual students and group of students;
* Adopting and working towards the implementation of the school development plan of the particular school they are giving service in;
* Assessing, recording and reporting on the development, progress, attainment and behavior of one’s students;
* Providing or contributing to oral and written assessments, reports and references relating to individual students or groups of students;
* Participating in arrangements within an agreed national framework for the appraisal of students’ performance;
* Promoting the general progress and well-being of individual students, groups of students or class entrusted to him/her;
* Providing guidance and advice to students on educational and social matters and on their further education and future careers; providing information on sources of more expert advice;
* Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students;
* Participating in staff, group or other meetings related to the school curriculum or pastoral care arrangements, for the better organization and administration of the school.

*Kcabinett Inc. F.Pasco Avenue, Santolan, Pasig City, Philippines*

*Office Clerk/Secretary April 2015-August 2015*

* Use computers for various applications, such as database management or word processing.
* Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
* Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
* Create, maintain, and enter information into databases.
* Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
* Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
* Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
* Complete forms in accordance with company procedures.
* Maintain scheduling and event calendars.
* Make copies of correspondence or other printed material.
* Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
* Provide services to customers, such as order placement or account information.
* Conduct searches to find needed information, using such sources as the Internet.
* Prepare and mail checks.
* Mail newsletters, promotional material, or other information.
* Take dictation in shorthand or by machine and transcribe information.

**SKILLS**

* Ability to work with children of different attitudes and skills.
* Excellent communication and ability to mix with children effortlessly.
* Ability to create an effective teaching method for the children.
* Ability to handle the behavior of children of 5 to 15 years and research skills.
* Highly skilled in using the various tools to make the teaching interesting and effective i.e. books, music, games and presentations.
* Ability to interact with the children effectively so they can learn quickly.
* Ability to motivate the children, so that they may consider themselves a special personality.
* Ability to implement different theories to improve administration.

**EDUCATION**

Tertiary Level : University of Luzon

Course : Bachelor of Secondary Education/Major in English

Year Graduated : June 2014- March 2015

Secondary Level : Mangatarem Catholic School

Year Graduated : June 2010- March 2011

Primary Level : Mangatarem Catholic School

Year Graduated : June 2005-March 2006