**First Name of Application CV No 1661712**

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**­­­­­­­­­­­­­­­­­­­­­­Objective:**

To be part of a respected organization wherein I can make full use of my knowledge, abilities, and skills and be able to work in a challenging environment as well as to develop positive, productive and lasting relationship with superiors, colleagues, and client and be a valuable asset of the company.

**PROFESSIONAL EXPERIENCES:**

**Teacher 1 Substitute**

**Department of Education**

Cebu Province, Philippines

July 1, 2015- August 29, 2015

* Prepare effective lesson plans
* Prepare and design instructional materials appropriate for every lessons
* Manage classroom, which includes supervising student behavior
* Evaluate each student’s progress and adjusted strategies accordingly
* Planned and implemented remedial classes for children requiring additional assistance
* Worked closely with co-teachers and parents
* Participated in training programs and educational courses to keep up to date new teaching methods
* Compiles, maintains, and file all reports, records and other documents required
* Provide a classroom environment that is conducive to learning
* Teaches responsible citizenship and life skills
* Supports activities of governmental and non-governmental organizations

**Grade 4 Teacher**

**Webville Children’s Learning Center**

Pakigne Minglanilla, Cebu City, Philippines

June 9, 2014- March 30, 2015

* Implements rule and regulations
* Prepares effective lesson plans
* Checks/ records the attendance of the pupils/students
* Keeps parents informed on pupils progress
* Treats each student fairly
* Monitors, assesses and evaluates pupils progress
* Maintain harmonious relationship with fellow teacher and other school personnel as well as parents and other stakeholders
* Manage classroom, which includes supervising student behavior
* Compiles, maintains, and file all reports, records and other documents required
* Provide a classroom environment that is conducive to learning
* Teaches responsible citizenship and life skills

**Student Teacher at 4th Grade and Special Education Class**

**San Nicolas Elementary School, Cebu, Philippines**

July 8, 2013- September 26, 2013

* Participated in establishing goals and objectives for the classroom
* Created and implemented lesson plans
* Manages student behavior in the classroom and administer discipline
* Assessed students needs
* Monitor each child’s daily attendance
* Ensure the safety of the learners
* Facilitate communication
* Assist in social skills
* Treats each student fairly

**Assistant Teacher**

**Three H Childhood Academy**

Labangon, Cebu City, Philippines

June 2008- April 2011

* Assist the classroom teacher by giving lessons for students
* Supervise student’s activities
* Assist in preparing instructional materials for teaching
* Evaluate and supervise student’s assignment
* Responsible for classroom cleanliness
* Prepared classroom display
* Ensure the safety of the learners
* Assist in social skills

**EDUCATIONAL BACKGROUND**

**Bachelor of Elementary Education**

**Major in Special Education / Technology and Livelihood Education**

Cebu Technological University Philippines

October 2013

**SKILLS:**

* Willing and able to work as part of a team
* Microsoft office package, word, power point and video maker

**QUALIFICATIONS:**

* Self –motivated and willing to perform my duties and responsibilities
* Hardworking and dedicated to my job
* Good interpersonal and communication skills

**PERSONAL INFORMATION**

Sex : Female

Date of Birth: November 11, 1987

Civil Status: Married