**OBJECTIVE**

Quest to work with reputed institution to further widen my knowledge and respective by learning more and sharing with others, looking challenging environment, where I can take up new tasks to the maximum extend to produce the results or which I will be assigned to which in turn will definitely fulfill the corporate mission in organization. Highly motivated, energetic, results driven professional seeks challenging and dynamic position that holds the highest regard for initiative, ambition, leadership, through dedication and diligence in meeting objectives and commitment to excellence in all endeavors. To secure a position where by hard work, dedication and the ability to acquire new skills will advantage any company I work for.

**PROFESSIONAL SKILLS & QUALIFICATIONS**

* Computer Literate (MS Word Office, Word Excel PowerPoint & internet)
* Fluent in English and Good Grammar Skills
* Ability to understand and carry out oral and written instructions
* Interpersonal/human relations skills Ability to work as a part of a team.
* Ability to manage multiple tasks simultaneously
* Ability to work under pressure, prioritize works and deadline oriented
* Ability to maintain confidentiality
* Knowledge on face painting
* Knowledge on art and craft

**WORK EXPERIENCE**

Teacher Assistant/Coordinator

Dubai

October 21, 2013 to December 17, 2015

Main Duties and Responsibilities

* Supporting activities with all students to ensure their safety and facilitate their physical, emotional and educational development.
* Support children to become familiar within Nursery and feel confident and safe.
* Support children’s basic care needs like toiletry and meal times.
* Adhering to the Policies and Procedure of Nursery.
* Ensuring confidentiality is maintained within nursery.
* Work as a part of a team
* The Care and supervision of the children with regard to their physical. Emotional and intellectual needs.
* Support the teacher in the preparation of activities, to meet children’s individual needs, ensuring effective communication within the Nursery.
* Preparation, care, cleanliness and maintenance of playrooms and equipments.

Teacher Assistant Coordinator Duties

* Distribution of resources in every class room
* Distribution of cleaning materials to all Teaching Assistant
* Ensure the laminations are done
* Decorate the reception area if there are special activities or occasion

**PERSONAL ATTRIBUTES**

Date of Birth : March 18, 1987

Nationality : Filipino

Age : 29 yrs. old

Sex : Female

Civil status : Married

Height : 5’1”

Religion : Roman Catholic

Language spoken : English, Visaya and Tagalog

**EDUCATIONAL ATTAINMENT**

**COLLEGE GRADUATE**

POLYTECHNIC COLLEGE OF DAVAO DEL SUR

BACHELOR OF SCIENCE IN NURSING

MARCH 30, 2010

**TRAININGS ATTENDED**

* Red cross Training
* First Aid
* Fire Safety Training

**1695324 First Name of Application CV No :**

Whatsapp Mobile: +971504753686

