**IRISH**

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| **Objectives** | To obtain a challenging position that allows me to utilize my current skills. Moreover, I am willing to learn and undergo trainings in relation to the position I am applying for and devote my time as required with my assigned task that could shape indispensable contribution to your department. |

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| **Key Skills** |

* Top-notch telephone Skills, Verbal Communication skills
* Excellent computer skills. (Advance knowledge in Word, Excel , Powerpoint)
* Extensive knowledge in Email software
* Excellent Internet research skills
* Strong ability to organize and prioritize workloads and meet deadlines
* Knowledge, skills and experience in verbal and written communication
* Encoding Skills: 40 – 50 word per min.
* High Integrity/work ethics
* Multitasking Ability

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| **Education** |

University of South Eastern **Bachelor of Science in Elementary Education**  April, 2015

Philippines, Tagum City

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| **Awards** |

Passer, Licensure Examination for Teachers September, 2015

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| **Professional Experience** |

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| **Nursery Teacher July 2015 – February 2016** |

*Tagum United Methodist Children’s Learning Center Inc.*

* motivating and stimulating children's learning abilities, often encouraging learning through experience;
* providing pastoral care and support to children and providing them with a secure environment to learn;
* developing and producing visual aids and teaching resources;
* organising learning materials and resources and making imaginative use of resources;
* assisting with the development of children's personal, social and language abilities;
* supporting the development of children's basic skills, including physical coordination, speech and communication;
* encouraging children's mathematical and creative development through stories, songs, games, drawing and imaginative play;
* developing children's curiosity and knowledge;
* working with others, including teaching assistants and nursery nurses as well as volunteer helpers, to plan and coordinate work both indoors and outdoors;
* sharing knowledge gained with other practitioners and parents;
* observing, assessing and recording each child's progress;
* attending in-service training;
* ensuring the health and safety of children and staff is maintained during all activities, both inside and outside the nursery or school;
* Keeping up to date with changes in the curriculum and developments in best practice.

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| **Elementary School Teacher May 2015 – July 2015** |

*St. Mary’s College, Tagum City*

* Create instructional resources for use in the classroom.
* Plan, prepare and deliver instructional activities
* Create positive educational climate for students to learn in.
* Meet course and school-wide student performance goals.
* Participate in ongoing training sessions.
* Create lesson plans and modify accordingly throughout the year.
* Maintain grade books.
* Grade papers and perform other administrative duties as needed.
* Write grant proposals to gain funding for further research.
* Create projects designed to enhance lectures.
* Read and stay abreast of current topics in education.
* Create lesson plans.
* Utilize various curriculum resources.
* Integrate competencies, goals, and objectives into lesson plans.
* Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
* Develop incentives to keep participants in class.
* Develop professional relationships with other agencies and programs.
* Utilize public library resources.
* Work with program coordinators to ensure initiatives are being met.
* Tutor students on an individual basis.
* Establish and communicate clear objectives for all learning activities.
* Prepare and distribute required reports.
* Observe and evaluate student's performance.
* Manage student behaviour in the classroom by invoking approved disciplinary procedures.

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| **Personal Information** |

Date of Birth : May 30, 1993

Nationality : Filipino

Social Status : Single

[To contact this candidate click this link submit request with CV No](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

