**OBJECIVES:**

To be part of a company/institution in leading its people to limitless possibilities of new ideas and opportunities in creating a highest quantity production with a Quality performance on time.

**WORK EXPERIENCES:**

**MARCH 2014 - SEPTEMBER 2015**

TEAM SUPERVISOR

**DUTIES AND RESPONSIBILITIES**

* Prepare the route plan for the location to be visit by the enumerators that will go for census.
* Supervised the enumerator during the entire population of Census.
* Identify and provide of assistance to every residence to complete the required form for Census.
* Review and verify the correct address and the exact location in the map of each household.
* Review and re-calculate the total population of census in the designated location.
* Reports All collected census information, as well as documentation of hours, miles and expenses encountered by the census taker to the (Philippine Statistic Authority offices/National Statistic offices).

**JUNE 2013 – MARCH 2014**

**TEACHER 1**

DEPARTMENT OF EDUCATION

PHILIPPINES

**DUTIES AND RESPONSIBILITIES**

* plan, prepare and deliver instructional activities that facilitate active learning experiences
* develop schemes of work and lesson plans
* establish and communicate clear objectives for all learning activities
* prepare classroom for class activities
* provide a variety of learning materials and resources for use in educational activities
* identify and select different instructional resources and methods to meet students' varying needs
* instruct and monitor students in the use of learning materials and equipment
* use relevant technology to support instruction
* observe and evaluate student's performance and development
* assign and grade class work, homework, tests and assignments
* provide appropriate feedback on work
* encourage and monitor the progress of individual students
* maintain accurate and complete records of students' progress and development
* update all necessary records accurately and completely as required by law, district policies and school regulations
* prepare required reports on students and activities
* manage student behavior in the classroom by establishing and enforcing rules and procedures
* maintain discipline in accordance with the rules and disciplinary systems of the school
* apply appropriate disciplinary measures where necessary
* perform certain pastoral duties including student support, counseling students with academic problems and providing student encouragement
* participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
* participate in department and school meetings, parent meetings
* communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
* keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

**OCTOBER-DECEMBER 2012**

**ENUMERATOR**

**DUTIES AND RESPONSIBILITIES**

* Assist in Preparation of the route plan for the location to be visit by the enumerators that will go for census.
* Assist in Identification and provision of assistance to every residence to complete the required form for Census.
* Assist in Review and verification of the correct address and the exact location in the map of each household.
* Reports all collected census information, as well as documentation of hours, miles and expenses encountered by the census taker, are reported to a NSO Team Leader.

JAN 2009 - OCTOBER 2012

**REAL ESTATE SALES REPRESENTATIVE**

CALOOCAN

DUTIES AND RESPONSIBILITIES

* Ensure to find a qualified buyer to purchase the client’s property.
* Assist clients to find out what kind of property they want and what they are willing to sell or pay, and any specific amenities they are seeking.
* Service existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
* Focuses sales efforts by studying existing and potential volume of dealers.
* Submits orders by referring to price lists and product literature.
* Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.

APRIL 2007 ~ DECEMBER 2009

COSMETICS

**SALES REPRESENTATIVE**

* Prepare Meetings with the Client
* Provide Product Presentations in accordance with the new marketing line of the company
* Provide Billings for the Items purchase by the clients.
* Issued Invoice.

JUNE 2004 ~ MARCH 2007

**PRIVATE TUTOR**

**(SUBJECT INSTRUCTOR – PRIMARY to SECONDARY LEVEL)**

* Work with students to improve their skills in certain subjects.
* Prepare lessons, and assign and correct homework.
* Prepare and correct tests.
* Identify students' individual learning needs.
* Evaluate student’s progress and discuss the results with students and/or their parents.

**EDUCATIONAL BACKGROUND:**

**MASTERAL EDUCATION**

**2013 ~ 2015**

**MASTER OF ARTS IN EDUCATION**

36 Units

Northwestern Lyceum University

DAGUPAN CITY

**2011**

**COMPUTER TECHNICIAN**

XAVIER TECHNICAL TRAINING CENTER CORPORATION

CALOOCAN CITY

**TERTIARY**

**1999-2003**

**BACHELOR SCIENCE IN INDUSTRIAL EDUCATION**

**MAJOR IN COMPUTER EDUCATION**

NUEVA ECIJA UNIVERSITY SCIENCE AND TECHNOLOGY

(NEUST CABANATUAN CITY)

**REGISTRATION:**

**2003 REGISTERED TEACHER**

**LICENSE No. 0849473**

**Philippine Regulatory Commission**

**LANGUAGE & DEGREE OF PROFICIENCY**

English – Excellent in speaking, reading and writing

Filipino – Excellent in speaking, reading and writing

**COMPUTER LITERACY**

* Microsoft Office – Intermediate
* Microsoft Word and Excel 2007 – Intermediate
* Microsoft PowerPoint - Intermediate
* Corel Draw - Intermediate

**Skills**

* Interpersonal Communication with Clients and buyer
* Hard work and easily to adapt changes.
* Willing to learn from the work environment.

***PERSONAL DATA***

BIRTHDATE: APRIL 06, 1982

BIRTHPLACE: CABANATUAN CITY

HEIGHT: 5’2”

AGE: 34

GENDER: FEMALE

STATUS: SINGLE

**First Name of Application CV No:** **1702848**

Whatsapp Mobile: +971504753686

