**DEANNA**

**Summary**

* Hardworking, motivated, enthusiastic, and quick learner with the ability to work under pressure and challenges.
* Dedicated, resourceful, and goal-driven property administrator with a solid commitment to growth and development of the company.
* An accommodating and versatile individual with the talent to adapt various problem solving situations.

**Core Qualifications**

* Goal oriented and team player
* Reliable managerial tasks
* Document management
* Data Entry
* Computer savvy MS Word, Excel (Scanning, Fax, Email)
* Data Control
* Archiving

**Professional Experience**

**Alternative Learning System (ALS) Teacher Volunteer Aug 2015 to Current**

**Department of Education – Sindangan, Zamboanga del Norte, Philippines**

**Job Responsibilities:**

* Developed interesting course plans to meet academic, intellectual and social needs of students.
* Developed administered and corrected tests and quizzes in a timely manner.
* Coordinated after school tutoring hours with other teachers to help students in need of extra attention.
* Performed student background reviews to develop tailored lessons based on student needs.
* Observed and evaluated student’s performance.
* Managed student behavior in the classroom by invoking approved disciplinary procedures.
* Attended professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.

**Property Administrator Mar 2011 – Apr 2015**

**DBC Commercial Building – Sindangan, Zamboanga del Norte, Philippines**

**Job Responsibilities:**

* Writing work orders for Maintenance department based on information from tenants, technicians, or based on information gathered from site visits.
* Drafting memos and/or making phone calls to Tenants related to lease issues and preventative maintenance scheduling. These calls may include inquiries related to rent collection.
* Editing and producing lease documents as necessary.
* Filing/Sorting of documents as necessary for documentation requirements and submissions.
* Archiving of records (Blueprints, plumbing/electrical plans, building permits, contract agreement, and receipts)
* Issuing keys to technician, construction foreman, tenant, logging said keys out/in, ensuring return of said keys.
* Advertising and reporting of such related cost to the property manager/owner.
* Preparation of leases for new tenants including submitting to the property owner to be fully executed.
* Perform all necessary functions to facilitate Tenant “Move In” and ‘Move Out” procedures including:

Letters to tenants regarding lease contracts/obligations

Lease expiration date notification

Renewal/Move out obligation letters

Security deposit Return Letters

Maintain logs and lists as necessary

**Private Tutor Jul 2010 – Oct 2012**

**Sindangan, Zamboanga del Norte, Philippines**

**Job Responsibilitites:**

* Scheduled tutoring appointments with students or their parents.
* Performed background reviews to identify student’s individual learning needs to improve their skills in reading and certain subjects.
* Reviewed class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
* Provided feedback to students using positive reinforcement techniques to encourage, and build confidence in students.
* Evaluated students’ progress and discuss the results with students and their parents.

**Education and Training**

**Bachelor of Elementary Education, major in Mathematics 2006**

**Saint Vincent’s College - Dipolog City, Zamboanga del Norte, Philippines**

* Earned 76.40 GPA on Teacher’s Licensure Examination

**Practical Driving 2005**

**Deuel Technical Institute, Inc. – Dipolog City, Zamboanga del Norte, Philippines**

* Earned certificate of proficiency

**Certifications**

* ONE-DAY ORIENTATION FOR FIRE SAFETY PREVENTION AWARENESS (MARCH 2015)
* ONE-DAY ORIENTATION FOR WASTE DISPOSAL MANAGEMENT PROGRAM (JANUARY 2014)
* ONE-DAY TRAINING FOR THE UTILIZATION OF BUSINESS AND COMMERCE INDUSTRY (JANUARY 2012)

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