**ARLENE**

**Profile**

To secure employment in a challenging and rewarding role where I can utilize and extend my skills and abilities, broaden my horizons, utilizing and developing my communication, interpersonal, organizational and administrative abilities and depth of experience.

**Work Experience**

**Administrative Supervisor**

Crystal Valley Nursery/ Beautiful Mind Nursery

Arabian Center, Mizhar-Dubai

August 2012 – Feb 2016

* Maintains a positive attitude and style that contributes to the overall public relation.
* Give information about the school that includes curriculum, concept, languages, policy, timings, calendar facilities, fee structure and classes.
* Maintain a safe, clean and organized reception area.
* Provide information and ensure that visitors are directed to the concerned personnel.
* Issues passes, direct or escort visitors and customers to the right departments.
* Process and maintain confidential and non-confidential correspondence
* Take telephone calls and relay message or transfer calls to concern person
* Schedule meetings and appointments and updates appointment calendars.
* Coordinate the flow of mail in and out of the office.
* Hand out employee applications and gather needed information.
* Assist with catering activities and handle invoices.
* Update and tract inventories for the class and art inventories, admin and book every term.
* Handle collating and photocopying tasks.

**Teacher Assistant**

Crystal Valley Nursery/ Beautiful Mind Nursery

Arabian Center, Mizhar-Dubai

February 2012 – August 2012

* Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
* Present subject matter to children under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods
* Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented
* Take telephone calls and relay message or transfer calls.
* Supervise children in classroom, halls, cafeteria, school yard, and gymnasiums or on field trips.
* Conduct demonstrations to teach such skill as sports, dancing, singing and handicrafts.
* Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and accidents.
* Organize and supervise games and other recreational activities to promote physical, mental and social development.

**Teacher**

Lake Shore Educational Institution

Binan,Laguna Philippines

June 2009 – March 2012

* Teach individual students, small groups, or classes of over thirty students
* Identify children’s gross motor skills and specific needs.
* Planning and preparing lessons, setting and marking homework and exams, writing reports, and organizing events
* Screen students throughout school system for program participation
* Coach High School junior intramurals - volleyball and basketball.
* Motivate Children to Be Active and help children develop and achieve their full potential.

**Skills**

* Enthusiastic about your subject and want to teach others
* Keep up to date with new ideas and developments in their chosen subject/s
* Have excellent leadership and communication skills
* Have the ability to involve and motivate students
* Enjoy working with children and young people
* Be confident to lead activities in front of large groups of young people of all abilities and from all backgrounds.
* Can easily adapt to any environment or group and can work with minimal supervision.
* Convey an enthusiastic attitude that promotes sportsmanship, develops teamwork, and motivates children to welcome physical fitness participation

**Education:**

**Bachelor of Secondary Education Batch 2009**

The National Teachers College

Quiapo, Manila

**Personal Data**

Marital Status : **Single**

Nationality : **Filipino**

Languages : **English, Tagalog**

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