**JOAN**

**OBJECTIVE**

To acquire a full time forefront position with an opportunity for professional growth and seeking for a people-oriented organization that seeks an ambitious and career conscious person where acquired experience and education will be utilized towards continuous growth and advancement.

**education**

**Cavite State University - Cavite City Campus**

Pulo II Dalahican, Cavite City, Philippines

**Bachelor of Elementary Education 2011 - 2015**

**With Specialization in Early Childhood**

**Emiliano Tria Tirona Memorial National High School**

High School Diploma, 2008

**WORK experience**

**Elementary Teacher**

Ruther E. Esconde of Multiple Intelligences, Inc.

Cavite, Philippines

April 2015 – November 2015

* Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
* Teaches reading, language arts, social studies, mathematics, science, art, health, physical education, and music to students in a classroom, utilizing appropriate learning activities.
* Communicates with parents to discuss students’ progress and interpret the school program.
* Evaluates students’ academic and social growth, keeps appropriate records, and prepares progress reports.
* Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest center

 **Customer Service Representative**

Josephine’s Water Camp Resort

April 2010- June 2010

* Respond to telephone inquiries, providing quality to customers and associates inquiring about the availability of rooms and status of bookings.
* Listen attentively to caller needs to ensure a positive customer experience
* Access electronic and paper cataloging system to look up product information and availability
* Strive for quick complaint resolution; commended by supervisor for the ability to resolve problems on the first call and avoid escalation of issues
* Excel within a service oriented company, demonstrating a talent for communicating effectively with customers from diverse backgrounds

 **Admin Assistant**

 Municipality of Noveleta

 March 2009- March 2010

* Answer, screen and transfer inbound phone calls
* Receive and direct visitors and clients
* General clerical duties including photocopying, fax and mailing
* Maintain electronic and hard copy filing system
* Retrieve documents from filing system
* Handle requests for information and data
* Resolve administrative problems and inquiries
* Prepare written responses to routine enquiries

**Core professional Strengths**

* Demonstrated aptitude for developing new skills
* Relate well to people from a variety of cultures- and socio-economic conditions.
* Proven record of reliability and responsibility.
* Reputation for going beyond what is required.
* Problem solving capabilities in high stress working conditions
* Computer Skills: MS Office, Internet Operation
* Excellent in written and oral English communication skills

**PERSONAL INFORMATION**

* Nationality: Filipino
* Date of Birth: May 14,1991
* Civil Status: Single

**Job Seeker First Name / CV No: 1713222**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 