**Eddysa Tordesillas Millan**

**OVERVIEW**

Proven ability to handle and manage office environment having an excellent English communication skills both verbal and written; proficient in MS and Google applications; possesses effective organizational skills in addition to willingness to work above and beyond the call of duty.

**OBJECTIVE**

To obtain a position in people – oriented organization with a challenging environment, to achieve the corporate goals, and to maximize skills and embrace new challenge and experience.

**Core Knowledge and Functional Skill Areas**

* In depth knowledge of Microsoft Office: Excel, Word, PowerPoint and Google Applications
* Quick learner of new software applications
* Proficient in spelling and grammar
* Professional verbal or written communications skills
* Problem analysis

**Personal Attributes**

* Accuracy / Excellent organizational skills / Confidentiality / Planning and Time management
* Initiative / Reliability / Stress Tolerance / Customer-service orientation
* Detail oriented, able to multi-task.
* Willingness to work in a flexible schedule.

**EDUCATIONAL QUALIFICATIONS**

Graduate Education

**St. Theresa International College, Surawong Campus, Bangkok, Thailand**

August 2011- March 2012

12 Academic Units in Master of Education in Educational Administration Degree

Tertiary Education

**West Visayas State University, Iloilo City Philippines**

June 2006- March 2010

*Bachelor in Elementary Education*

Major in General Education

Secondary Education

**Saint Vincent’s High School, Antique, Philippines**

June 2001- March 2005

*First Honorable Mention*

Elementary Education

**San Remigio Elementary School Antique, Philippines**

June 1995- March 2001

*First Honorable Mention*

**WORK EXPERIENCES**

* **Primary 6 Homeroom Teacher**

Teaching Science, Math, Health, and Grammar

Bangkok, Thailand

April 2012 to present

* **English Teacher**

Kindergarten Level to Primary 1, 2 and 3

Christasongkroh School, Nakhon Nayok, Thailand

August 2011 to March 2012

* **Store Manager**

Mang Inasal Philippines Incorporated

Boracay Branch, Aklan, Philippines

2010 – 2011

**PRODUCTIVITY PROFILE**

* **2nd Prize Winner for Excellent Performance**

**Learning and Teaching Innovation Competition**

Kasintorn Academy, Bangkae, Bangkok, Thailand 10160

September 23rd, 2015

* **2nd Prize Winner for Excellent Performance**

**Learning and Teaching Innovation Competition**

Kasintorn Academy, Bangkae, Bangkok, Thailand 10160

February 23rd, 2015

* **License Holder**

**The Teachers’ Council of Thailand**

Bangkok, Thailand

2013 - 2018

* **Passer**

**Test of English for International** **Communication (TOEIC)**

Bangkok, Thailand

October 2011

* **Passer**

**Licensure Examination for Teachers**

Professional Regulation Commission (PRC) Philippines

September 2010

**Job Seeker First Name / CV No: 1801578**

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