**RIZALYN N. GARCIA**

**OBJECTIVE**

To secure a position that would utilize my skills I have gained and to further enhance my abilities in this field as well as in other aspect, and therefore allow me to grow as an individual and professional.

**WORKING EXPERIENCE**

**SCHOOL TEACHER**

June 2013-April 2016

**Duties and Responsibilities:**

* Teaching according to educational needs, abilities and achievements of the individual students and group of students.
* Planning, preparing and delivering lessons to all students in the class, as well as assigning work, correcting and marking work carried out my students.
* Assessing, recording and reporting on the development, progress, attainment and behavior of one’s students.
* Adopting and working towards the implementation of the school development plan of the particular school they are giving service in.
* Proficient in the use of integration of relevant technology to support classroom instruction and learning activities.
* Communicating, consulting, and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students.

**SCHOOL SECRETARY/ADMINISTRATOR**

May 2011- May 2013

Jesus Cares Christian Academy

**Duties and Responsibilities:**

* Providing general clerical/administrative support including filing, answering telephone, responding to queries and enquiries and dealing with visitors where appropriate on the behalf of the Head Teacher/Principal.
* Taking notes at meeting required and provide administrative support for examination and attendance including data support.
* First point of contact regarding teachers and assisting in clerical arrangement for trips or school events.
* Updating manual or computerized record, including back up files and provisions of report.
* Ordering supplies and equipment/maintain stock in the classroom resources and repair where necessary.

**KEY SKILLS:**

**Computer Literacy Skills**

* Knowledge in Microsoft Office Programs (Word, Excel, PowerPoint)
* E-mail Management Skills

**Communication Skills**

* Good communication skills, fluency in English and interpersonal skills.

**Public Relations and Organizational Skills**

* Assigned emcee during Town Festivals and all school activities.

**EDUCATIONAL ATTAINMENT**

**Bachelor of Elementary Education**

**Specializing in General Education**

DMMMSU-SLUC

March 2011

**CERTIFICATES AND AWARDS**

* **Coach of the Year Inter School - History**

July 2015

* **Coach of the Year Inter School - Math Quiz Bee**

January 2014

* **Coach of the Year Inter School - Science Quiz Bee**

October 2013

* **Passed the Licensure Examination for Teachers**

March 2013

* **Certificate for Teaching Enhance Seminar**

March 2011

**PERSONAL PROFILE**

Age : 25 years old

Gender : Female

Date of Birth : September 26, 1990

Height : 5’4”

Nationality : Filipino

**Job Seeker First Name / CV No: 1802310**

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

