**Alexis**

[**Alexis.301363@2freemail.com**](mailto:Alexis.301363@2freemail.com)

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**Job Objective**

Utilize core competencies in seeking job proficiency in a well reputed company equipped to facilitate for professional development and growth.

**Work Summary**

* Reception cum Business Center Coordinator at Dubai International Financial Center for three years.
* Registrar *cum* Office Administrator at We International English Academy for three years.
* Classroom English Teacher at We International English Academy for Three years.
* Substitute Online English Teacher at We International English Academy for three years.

**Organizational Experience**

**Dubai International Financial Center**

**Reception *cum* Business Center Coordinator**

UAE, Dubai, 2014 to present

Function as a representative in the administrative and manual services department, for a multicultural and international commercial establishment for three years.

* Coordinate with current offices and business centers regarding traffic control and physical concerns.
* Provide daily administrative assistance to various departments, in all levels.
* Deliver effective costumer care and assistance to clients and company associates.
* Composing emails concerning various matters, including follow up of current billing and other agenda.
* Preferred telephone skills standards to accommodate concerns and direct query to the proper receiver.
* Utilize extensive software skills to obtain reliable information and acceptable work output.
* Whenever necessary, create spreadsheet to support presentation of information concerning billing and other office agenda.

**We International English Language**

**Registrar cum Office Administrator**

Iloilo City, Philippines 2011-2014

Deliver efficient administrative services by effectively tailoring a specific system of office administration to address to daily workload and company requirements. Perform function under strict compliance to company protocol and procedures.

* Effectively carry out and maintain system of filling and labeling of all pertinent company documents such as, Building Contract, Notarized Employee Contract and Agreement, and all other legal papers of the company.
* Promote a well updated system of scheduling and filling of student passports and other necessary immigration papers such as ECC, student visa, and a like.
* Maintenance and proper management of receipts and records of budget disbursements.
* Proper and clear communication with senior staffs in carrying out projects especially in pertaining to monetary maintenance of the building and other necessary school activities.
* Promote an organized and open communication with staffs and teachers especially in regards to the welfare and development of the company services and maintenance.

**We International English Academy**

**Classroom English Teacher**

Iloilo City, Philippines 2009-2011

Delivered English lesson areas in a contained and controlled learning environment by employing selected and tailored English Modules to specific categories of learners. In this case, the Koreans, Japanese, and Chinese students.

* Effectuate a systematic, measurable, achievable, and time bound Lesson Plan.
* Conceptualize objective and methodology to promote learning progress.
* Make use of necessary inspiration and tools to achieve learning objectives.
* Create competency map to identify level of student proficiency with the effectuated teaching tools.

**We International English Academy**

**Substitute Online English Teacher**

Iloilo City, Philippines 2009-2011

Delivered English lessons by employing tailored modules designed to accommodate specific levels of foreign English learners by making use of computer navigational system and online applications.

* Effectuated computer application with tailored English modules to accommodate learners categorized under specific English level orientation. In this case, the Koreans, Japanese, and Chinese students.
* Applied a systematic, measurable, achievable, and time bound Lesson Plan.
* Conceptualize objective and methodology to promote learning progress.
* Make use of necessary inspiration and tools to achieve learning objectives.
* Create competency map to identify level of student proficiency with the effectuated teaching tools.

**Core Competencies**

* + Superb written and communication skills**.** Excellent organizational and clerical skills**.** Knowledge retention**.** Attention to details**.** Flexibility with the ability to influence people**.** Creative and insightful**.** Calm under pressure. Analytical thinking**.** Effective presentation skills**.** Negotiating skills**.** Professionalism.

**Academic Qualifications**

**University Of San Augustine**

Bachelor of Science in English *2009*

Licensure Examination for Teachers 2010

Iloilo City, Philippines

**University of San Augustine**

Masters of Special Education *2013*

Under Graduate with 39 units

Iloilo City, Philippines

**Professional Certificates**

**TESDA Trainers Methodology**

Iloilo City, Philippines *2013*

**TESDA Assessors Methodology**

Iloilo City, Philippines 2013