**Mary Jane Rosales Umaña**

CAREER OBJECTIVE

Aspiring to work with an organization that offer responsible position where I can utilize my skills and capabilities to carve a nice for myself and effectively deliver towards contributing to the organization’s aspirations and also enhance my personal growth through continual upgrading knowledge. To obtain with a progressive firm in a challenging environment where I can apply the knowledge of education and utilize my skills as well as my strong communication and interpersonal skills, contribute to its growth and profitability. I feel quite ambitious to grow and successfully consolidate on my previous experiences.



PROFILE:

 A highly motivated, flexible, hard working, enthusiastic, and adaptable with challenging environment. Capable to work independently as part of the team. Achieving target and accepting challenges has always been my ability. I would like to work in the same manner and look forward for a long term rewarding career

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EDUCATIONAL BACKGROUND

BACHELOR:

 Bachelor of Secondary Education 2011

 Major in Mathematics

Baliwag University, Baliwag, Bulacan

Philippines

SECONDARY:

 Maguinao Cruz na Daan High School 2005

 Cruz na Daan High School, San Rafael, Bulacan

 Philippines

ELEMENTARY:

 Pinacpinacan Elementary School 2000

 Pinacpinacan, San Rafael, Bulacan

 Philippines

STRENGTH:

 Interpersonal:

* Good communication and interpersonal skills.
* Strong written and spoken communication.
* Problem solving and decision making.
* Ability to work in challenging environment and learning from adverse situation.
* Meticulous and a quick-learner
* Flexible in different working types.



EDUCATIONAL WORK EXPERIENCE:

* Our Lady of Mt. Carmel College

Rio Vista, Sabang Baliwag , Bulacan, Philippines

English and TLE Teacher

October 1, 2013 to March 2014

* Way Ahead Tutorial and Learning Center
1. Luna Street Concepcion, Baliwag , Bulacan, Philippines

Teacher/ Tutor (Elementary and High School)

July 2011 to July 2013



Employment History

* Professional Referee

Philippine Basketball Association (PBA)

186 E. Rodriquez Jr. Avenue, Libis, Quezon City, Philippines

April 2014 to June 2016

 Work Description

* Inspect sporting equipment and/or examine participants in order to ensure compliance with the event and safety regulations.
* Teach and explain the rules and regulations governing a specific sports.
* Resolve claims of rule infractions or complain by participants and assess any necessary penalties.
* Report to regulating organization sporting, activities, complaints made and actions taken or needed such as fines or their disciplinary actions.
* Trainer and Coach Volleyball Boys and Girls

Our Lady of Mt. Carmel College

Sabang Baliwag, Bulacan, Philippines

August to September 2013

Work Description

* To provide expert trainings to athletes.
* Assisting their skills development and ensuring peak performance and fitness are achieve during crucial times, such as competitions, tournaments, matches, trials and qualifying events.
* Responsible for assessing the performance of the athletes under my expert direction, and analyzing the flaws or weaknesses of their forthcoming opponents.
* Trainer and Coach Volleyball Men and Women College/ High School Boys and Girls

Physical Education Department, Baliuag University

Baliwag, Bulacan, Philippines

May 2012 to May 2013

 Work Description

* To provide expert trainings to athletes.
* Assisting their skills development and ensuring peak performance and fitness are achieve during crucial times, such as competitions, tournaments, matches, trials and qualifying events.
* Responsible for assessing the performance of the athletes under my expert direction, and analyzing the faws or weaknesses of their forthcoming opponents.
* Service Crew (Grill station, SMART Station and Product Controller)

Jollibee Baliwag Bayan

Poblacion, Baliwag, Bulacan, Philippines

June 2009 to January 2010 (Contractual)

February 2010 to March 2012 (Service Coop Member)

 Work Description

* Take orders from cashier and make the order as fast as possible.
* Prepare ingredients such as meats and vegetables that need to be used for food preparation purpose.
* Make availability of fresh ingredients possible on a daily basis.
* Cut, slice and puree vegetables and fruits and store them properly.
* Rotate food items in cold storage and trash any expired items.
* Assure the cleanliness and sanitization of all work areas such as counter tops.
* Arrange for ovens and cooking rangers to be set at proper heat levels.
* Monitor the time needed for each dish to cook and remove cooked dishes.
* Aesthetically place food items on plates and platters for serving purposes.
* Clean and sanitize kitchen floors, ovens and other cooking equipment on a periodic basis.

PERSONAL INFORMATION:

 Date of Birth : June 8, 1989

 Age : 27

 Height : 6”

 Citizenship : Filipino

 Religion : Roman Catholic

 Civil Status : Single

**Job Seeker First Name / CV No: 1811592**

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