Dear Sir/Madam;

I am earned the degree of Bachelor of Elementary Education. Currently looking for a job wherein I can impart my knowledge. I’m interested in applying in any vacant positions you have. I am confident that my skills and experience in my studies could make a great contribution in your company. I am also willing to do extra work that you will give to gain more experience.

I had also experience in customer service work were in I am also willing to learn and be trained to become more efficient.

I am attaching my updated CV with this cover letter. Should you have any queries on my qualifications you can contact me through the email address and mobile phone number indicated in my CV.

I am hoping to get a favorable response from your end.

Sincerely yours,

**Ronilyn**

**Email Address:** **ronilyn.303777@2freemail.com**

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**OBJECTIVE: To be able to work in a career oriented and challenging environment that promotes personal growth and uplifts professional development.**

**WORK EXPERIENCE**

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**Position : Teacher 1**

School **: San Francisco Elementary School**

San Francisco MabalacatPampanga,Philippines

Date : January 2007 up to present

**Job Description**

* Teaches English and Mathematics to pupil’s ages 6-7 years old.
* Prepares quarterly reports of learner’s improvement.
* Evaluate strengths and weaknesses of the individual learner.
* Plan learning methods for the slow learners.
* Provides reading interventions for slow readers and non- readers.
* Communicate with the parents thru meeting to educate and encourage parents to participate in school activities and guide their child on take home activities and attendance.

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**Position : Customer Service Representative**

Company : Sutherland Global Services Clarkfield

 Pampanga,Philippines

Date : February 2006-January 2007

**Job Description**

* Customer Service-Dealing with customers online
* Sales-Promoting an internet provider (HUGHESNET)
* Customer call to pay monthly internet (Tear1 billing department)
* Help customers to deal with simple technical troubleshooting.(Tear1 technical support)
* Saving customers to cancel or terminate their accounts. Offers discounts and rebates if needed (Retention tear1)

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**Position : Administrative Assistant /Secretary**

Company **:** Asiacon Builders Construction Corporation

 **(**Makati Philippines**)**

Date **:** February 2005-February 2006

**Job Description**

* Performs administrative and office support activities for multiple supervisors.
* Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing.
* Meeting and greeting clients and guests.
* Organize and maintain HR records.
* Receive and respond to emails and distribute them to corresponding departments.
* Receive and respond to emails and distribute them to corresponding departments.

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**Position : Kindergarten Teacher**

Company **: MACAUCHILD DEVELOPMENT ASSOCIATION**

 **(**Macau China**)**

Date **:** February 2004-February 2005

**Job Description**

* Design and follow a complete teaching plan.
* Teach alphabet and numeracy along with personal, social and emotional skills.
* Organize learning material and resources.
* Use a variety of activities and instructional methods (songs, stories, media, structured games, art, outdoor activities etc) to motivate and stimulate children’s abilities.
* Maintain an open line of communication with parents and provide appropriate information.
* Assess student’s performance and progress to ensure they are mastering the skills on regular basis.
* Monitor children’s interactions and nurture cooperation and sharing
* Cooperate with administration staff.
* Follow and comply with teaching standards and safety regulations.

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**Position : Cashier/Waitress (**Part time**)**

Company **: Café Marujo(**Macau China**)**

Date **:** February 2004-February 2005

**Job Description**

* Provide excellent customer services that promote satisfaction
* Greet customers.
* Make recommendations or share additional information upon request.
* Serve food/drinks orders and up-sell any additional products.
* Arrange table settings and maintain tables clean and tidy.
* Check products for quality and correct any problems that keep them from enjoying their meal/drink.
* Cooperate with all serving and kitchen staff.
* Follow all relevant health department rules/regulations and all customer service guidelines.
* Handle cash transactions with customers.
* Resolve customer complaints, guide them and provide relevant information.
* Greet customers when entering or leaving establishments.
* Maintain clean and tidy checkout areas
* Keep reports of transactions.
* Pleasantly deal with customers to ensure satisfaction.

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**EDUCATIONAL ATTAINMENT:**

Master in Management Education Tarlac State University

(38 Units) 2003-2005 Tarlac City Philippines

Master in Early Childhood Education Lorenzo Ruiz Academy

Graduated2003-2006 San Fernando Pampanga

Bachelor of Elementary Education Republic Central Colleges

Graduated1998-2002 Angeles City Pampanga

High School San Roque National High School

Graduated1994-1998 BambanTarlac

Elementary Mabalacat Elementary School

1988-1993 PoblacionMabalacat Pampanga

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**Licensure Examination for Teachers Passed Rating 77%**

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**Skills**

Microsoft office, excel, adobe, PowerPoint presentation aware.

**Personal information:**

Date of Birth : October 6, 1981

Place of Birth : Lourdes Bamban, Tarlac, Philippines

Religion : Church of Christ

Nationality : Filipino

Via Status : Visit Visa

Marital Status : Married

I hereby certify that all information given are true and correct to the best of my capability.