****‍‍ Carinan

**PERSONAL DETAIL**

Email: carinan.305525@2freemail.com

Gender: Female

Nationality: Filipino

Marital Status: Single

Date of Birth: March 19, 1993

Language known: English

Visa Status: Visit Visa

**PROFILE STATEMENT**

A hard working, responsible and results oriented individual who naturally love to work in a challenging environment that promotes personal and professional growth. A self-motivated and goal driven person who can work efficiently individually or in a group. Eager to learn and adapt diverse ideas and approach required by the company.

**ACADEMIC QUALIFICATION**

Bachelor of Secondary Education

Major: Biological Science

Bicol University Tabaco Campus 2010-2014

Licensed Teacher

**SKILLS AND ABILITIES**

* Supervisory experience including effectively leading and motivating a team
* Excellent organizational skills and the ability to work to deadlines
* Excellent written and oral communication skills
* The ability to understand and effectively pass on detailed instructions and progress reports
* A flexible approach to the division of resources and dealing with priorities
* Strong decision making and problem solving skills
* Computer literate, able to use MS word, excel and PowerPoint

EXPERIENCE

*sales representative| personal collection | september 2015- july 2016*

Order, sell, pay and promote products to every costumer. Also responsible for recruiting franchise dealer.

**Duties:**

* Helping clients to find home, personal, baby products, apparel, fragrances and health care products that suits to their needs.
* Promote different products to all potential buyer and dealer
* Explain matters clearly to a newly recruit product dealer

*team supervisor | philippine statistics* *authority| august-september 2015*

Supervising and ensuring for complete and accurate work of enumerators in their assigned area.

**Duties:**

* To assist the census office in the coordination, monitoring and management of the Census field operations.
* Ensuring confidentiality and security of census information at all times
* To monitor the progress made by assigned Enumerators through the review of enumerator transmittal forms
* To spot check submitted questionnaires, visitation records, and institutional questionnaires for completeness and quality assurance of his/her output.

**Voluntary work**

***Volunteer teacher (part-time) 2012-2013***

***New Era University Summer Program***

Sharing knowledge to small children 5-7 years old every summer in preparation for the next school year. Facilitate activities and routines inside the classroom.

**Duties**

* + Writing lesson plans, organizing classroom
  + Facilitate lessons
  + Delivering instruction and maintaining classroom discipline
  + completing teacher’s responsibilities such as assessment and monitoring student’s success
  + handle and understand individual differences of a learner.

I hereby certified that the above information are true and correct.