

**LENILYN**

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**CAREER OBJECTIVE**

I want a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers be successful.

**EDUCATIONAL ATTAINMENT**

2006-2009 : Graduate, Mount Carmel College

Baler, Aurora

Bachelor of Arts-History

2009-2011 : Graduate, Mount Carmel College

Baler, AuroraS

Teacher Certificate Program

**Licensure Examination for Teachers (BOARD PASSER)**

September 2015

Major in Social Studies

Professional Regulation Commission (PRC)

2016 : Graduate, Vocational

Eulogio Amang Rodriguez Institute of Science and Technology (EARIST)

Food and Beverages Services

National Certificate (NCII) Holder-TESDA

**KEY SKILLS AND QUALITIES**

* I.T. skills *including experience in Microsoft Office (Word, Excel, PowerPoint)*
* Teaching
* Self-motivation and ability to take the initiative
* Ability to work well under pressure
* Verbal communication skills.
* Decision making, critical thinking, organizing and planning.
* Teamwork skills
* Flexible to different situations.
* Quick learner, keen to learn and improve skills

**WORK EXPERIENCE**

**The 1st Eagle Guard Security Services**

**The Eslabon Place, 117 Balagtas Villas, Pasay City**

* BMS (CCTV) Operator-Regular Post

The St. Francis Shangri-la Place Condo. Corporation

Mandaluyong City

August 1,2013- present

* BMS (CCTV) Operator- Reliever Post

The St. Francis Shangri-la Place Condo. Corporation/

The Shang Grand Tower

Mandaluyong City/ Makati City

August 19,2012- July 31,2013

Duties and Responsabilités

* Respond to emergency call at the soonest time.
* To properly coordinate and relay pertinent information and concerns within the department.
* To record all events and actions taken in clear, legible and accurate written format. To provide an efficient and courteous radio and telephone answering service and deal efficiently with all enquiries.
* Make sure all cameras, monitors and DVR’s and other peripherals such as PC, video amplifiers, UPS, PTZ, FDAS Panel and Paging System are functional, in focus and correctly oriented. Complete a CCTV checklist; this includes all cameras, recorders, and monitors, multiplex.
* Note down and submit an inventory of defective system and inform to immediate superior for appropriate action.
* Conduct “Active Monitoring” in all areas covered by the CCTV cameras and check Guards activities while on duty.
* Call their attention if they are not doing their job properly on their post.
* Record in writing all observations and ensure that these are properly endorsed and received by the incoming duty operators.
* Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
* Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.

**Cashier**

* Manila Pavilion Consumer Cooperative

United Avenue, Ermita, Manila

October 2011- April 2012

Duties and Responsibilities

* Perform cashiering services.
* Assist in monitoring out of stock items for purchase and refilling or displaying of product.
* Assist other Business Office staff as necessary.
* Assist and monitor all the buying customers, members officers and up sell products to gain more revenue.
* maintains the orderliness, cleanliness and sanitation of MPCC store and office at all times.
* Observe the proper stocking of goods and monitor the expiration date, spoilage items and maintain the FIRST IN AND FIRST OUT (FIFO) Policy.
* Assume all other professional duties and responsibilities as assigned by the General Manager.

**Administrative Aide I**

* Municipal Social Welfare and Development Office

LGU-San Luis, Aurora

February 2011- June 2011

Duties and Responsibilities

* provides support to administrators on various administrative/organizational matters
* maintains an overview of departmental
* completes the final copy of communications and documents for executives/administrators, drafts communications for an administrator and develops and distributes as directed
* manages and controls confidential documents including personnel, institutional, and historical documents
* Carrying administrative duties such as filing, typing, copying, binding, scanning, etc.
* Maintaining computer and manual filing systems.
* Provide information to internal colleagues or external enquirers.
* Handling sensitive information in a confidential manner.
* Coordinating office procedures.
* Develop and update administrative systems to make them more efficient.
* Resolve administrative problems.
* Receiving, sorting and distributing the post.
* Photocopying and printing out documents on behalf of other colleagues.
* Greeting and assisting visitors in office.

**Student Teacher**

* Mount Carmel College

(On-the-Job-Training)

Baler, Aurora

December 2010- January 2011

**Student Teacher**

* Baler National High School

(On-the-Job-Training)

Baler. Aurora

February 2011- March 2011

Duties and Responsibilities

* preparing complete, concise, daily lesson plans
* applying teaching techniques based on sound learning principles
* submitting and discussing lesson plans with the Cooperating Educator prior to presenting the lesson
* developing unit plans, when appropriate, and submitting and discussing them with the cooperating educator prior to presenting the unit
* complying with all reasonable requests made by the Cooperating Educator
* learning about their students
* making seating charts and learning their students' names
* maintaining ethical interpersonal relationships with their students

**Administrative Aide I**

* Municipal Treasury Office

LGU-San Luis, Aurora

Aug. 2009-Nov. 2010

Duties and Responsibilities

* Carrying administrative duties such as filing, typing, copying, binding, scanning, etc.
* Maintaining computer and manual filing systems.
* Provide information to internal colleagues or external enquirers.
* Handling sensitive information in a confidential manner.
* Coordinating office procedures.
* Develop and update administrative systems to make them more efficient.
* Resolve administrative problems.
* Receiving, sorting and distributing the post.
* Photocopying and printing out documents on behalf of other colleagues.
* Greeting and assisting visitors in office.
* provides support to administrators on various administrative/organizational matters
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* manages and controls confidential documents including personnel, institutional, and historical documents

**Instructional Manager**

* Department of Education- Alternative Learning System(ALS)

San Luis, Aurora

Aug.2009-Nov.2010

1. Instruction-related
   * Assists in the development, monitoring and revision of the learner’s Individual Learning Agreement and Learning Portfolio
   * Facilitates/conducts learning group sessions
   * Provides technical assistance to learners using the modules

* Distributes ALS A&E learning modules to learners based on learners’ Individual Learning Agreement (ILA)
* Identifies/prepares supplementary learning materials
* Provides motivational support to learners

1. Coordinative Functions

* Identifies and coordinates with local resource persons to conduct learning session on areas of content difficulty or specialist topics
* Assists in advocacy and social mobilization activities
* Links with other instructional managers to develop a network of support and sharing of ideas experiences and problems
* Facilitates the establishment and operation of learners’ self-study/peer learning groups
* Provides one-on-one tutoring and counseling support to learners
* Monitors and evaluates learners progress, including giving feedback on completed module assignments, identifying non-content based learning barriers such as time management, study skills, family and work demands and access to necessary resources
* Conducts regular monitoring on the use of the ALS A&E learning modules including keeping a logbook of module use and preparing a final inventory report on module usage at the conclusion of the 800 hour of learning group sessions
* Documents learner’s feedback regarding the usability/quality/effectiveness and relevance of the ALS A&E learning modules

1. Administrative Functions

* Assists in the recruitment of learners
* Undertakes the screening and placement of learners Assists in processing of enrollment
* Liaises with the Service Providers regarding photocopying of ALS A&E learning modules based on the individual needs of learners
* Helps ensure that the ALS Learning Center and facilities are kept clean, tidy and safely secured during and after its use by the learning groups under his/her responsibility
* Ensures that one complete set of ALS A&E learning modules is stored at the ALS learning center in a safe, clean and secure place
* Keeps and maintains learners’ records
* Submits program reports regarding learning group activities to the Service Provider and Department of Education as required

**TRAINING AND SEMINARS ATTENDED**

Work Attitude and Values Enhancement(WAVE)

Soliman Security Services, Inc.

April 27, 2106-May 3, 2016

Enhancing Leadership Skills

The St. Francis Shangri-La Place Condo. Corp.

December 9, 2015

Creating Student- Centered Learning Strategies

Baliuag University, Baliwag, Bulacan

March 4, 2011

Alternative Learning System Divisional Training of Instructional Managers and ALS Field Implementor’s on ALS Programs and Projects

Moreno’s Lodge, Baler Aurora

May 14-15, 2010

Developing Instructional Guides and Assessment Strategies

Mount Carmel College Audio-Visual Room, Baler, Aurora

October 8-9, 2009

**PERSONAL DATA**

Born on 02 June, 1988 in Brgy. Bacong San Luis, Aurora Philippines, Female, Single, Filipino,

5’ 1" high, 52Kg Fair complexion. Christian by faith.

I hereby certify that the foregoing information is true and correct to the best of my knowledge.

**LENILYN**