**DIANNE**

[**DIANNE.332399@2freemail.com**](mailto:DIANNE.332399@2freemail.com)

**OBJECTIVE**

To obtain a suitable position in a working environment that provides challenge, motivation and professional growth enabling me to apply my academic knowledge, expertise, job experiences, and utilize my skills while meeting the company’s goal and objectives.

**SKILLS**:

* Knowledge in Microsoft Office Applications (MS Word, MS Excel and Powerpoint)
* Internet Knowledge
* Excellent in Written and Oral Communications

**CORE COMPETENCIES**:

* Highly motivated and hardworking
* Reliable and responsible
* Adaptive to change and to diverse individuals
* Ability to withstand pressure
* Set priorities and meets own commitment timely

**WORK EXPERIENCE:**

**Educational Facilitator**

**Stella Maris Academy**

**Bacnotan, La Union, Philippines**

**Baguio City National High School**

**Governor Pack Road, Baguio City, Philippines**

**Saint Louis University-Laboratory Elementary School**

**General Luna, Baguio City, Philippines**

October 2015-April 2016

Job Description:

* Make preparation reports of activities composed of objectives, ice breakers, main activity, processing questions and conclusion, and communicate those objectives to students.
* Establish and enforce a classroom code of conduct to maintain a positive learning environment for students during all activities.
* Prepare necessary instructional materials that can contribute to the understanding of students in completing task in relevance to the objectives.
* Plan and conduct activities for a balanced program of instruction and demonstration that provide students to work as collaborative team as they accomplish their group goals.
* Observe and evaluate student’s performance, behaviors and social development.
* Provide positive environment in which students are encouraged to be actively engaged in the learning process.
* Share core values and principles, discuss what they mean so the students can learn to adapt and to act consistently with a more effective set of values and beliefs.
* Compile and report evaluation feedback.

**EDUCATION ATTAINMENT**

Tertiary Education Bachelor of Science in Psychology

Saint Louis University-Baguio City

1. Bonifacio Street, Baguio City, Philippines

2012-2016

**COMPETENCY SKILLS/ SEMINAR AND TRAINING ATTENDED**

* **Registered Psychometrician**

Manila, Philippines

September 2016

* **Seminar workshop on Team Building and Icebreakers**

Saint Louis University-Baguio city

September 2015

* **How to deal with difficult people**

Saint Louis University-Baguio city

November 2015

**PERSONAL INFORMATION**

Date of Birth: January 19, 1996

Age: 20

Gender: Female

Civil status: Single

Citizenship: Filipino

Religious Affiliation: Roman Catholic

Visa Status: Visit Visa

**CHARACTER REFERENCES**

Available upon request

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