Anita
Anita.340002@2freemail.com

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| **WORK EXPERIENCE** |

**I worked for a total of: 1 school year for my Teaching Profession**

 **9.3 years Government Office Staff**

 **2.4 years Accounting Staff**

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| 1. | Position: | **English Conversation Teacher** |
| Duration: | Nov 2014 – Oct. 2015( **1** school year) |
| Company: | Wat Thungkru School, Rama 2 Bangkok, Thailand |
| Company Industry: | Education |
| Location | Thailand |
| Specialty: | English |
| 2. | Position: | **Government Employee – Office staff** |
| Duration: | July 01, 2004 – October 30, 2013 (**9.3** years) |
| Company: | City Government of Davao |
| Company Industry: | Government office |
| Location | Davao City, Philippines |
| Department: | Property and Supply Section |
| Job Description: | Position Summary:Major Responsibilities:>Primary in-charge of documents relative to motor vehicles (CR, OR, stock cards, ARE, GASTA & DATS, physical inventory)> Prepare gasoline payments every 15th and end of every month.> Prepare and update the summary report of processed purchase orders.>Prepare monthly and annual collection reports of City economic enterprise units.> Assist in the preparation of the report on physical count of stock inventories for submission to the general services office.> Assist in the preparation of summary list of Employee’s memorandum receipts (MR) and acknowledgement receipts of equipment (ARE).> Assist in the preparation of stock cards. |
| 3. | Position: | **Bookkeeper**  |
| Duration: | May 1987 – June 1988 (**1.2** years) |
| Company: | Charms Printing |
| Company Industry: | Information |
| Location | Davao City, Philippines |
| Department: | Accounting  |
|  | Job Description: | Position Summary:Major Responsibilities:>Prepare financial reports of photo house store branches on monthly basis.> Perform bookkeeping services |

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| 4. | Position: | **Accounting Clerk** |
| Duration: | Nov 1981 – Dec 1982 (**1.2** years) |
| Company: | Vargas Bros & Associates, CPA’s |
| Company Industry: | Private Accounting Firm |
| Location | Davao City, Philippines |
| Department: | Accounting |
|  | Job Description: | Position Summary:Major Responsibilities:>Prepare monthly, quarterly and annual financial statements.> Prepare annual tax return of various clients.> Prepare checks for bills and other expenses. |

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| **EDUCATION** |
|  Education Level: | **Highest Education**Bachelor’s Degree |
| Educational Field: | Education |
| Course: | Bachelor of Science in Education |
| School/University: | University of Southeastern Philippines |
| Location: | Obrero, Davao City, Philippines |
| Date: | 2001 |
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| Education Level: | Bachelor’s Degree |
| Education Field: | Accounting |
| Course: | Bachelor of Science in Commerce - Accounting |
| School/University: | University of Mindanao |
| Location: | Bolton Street Davao City, Philippines |
| Date: | 1983 |
| **LICENSES/CERTIFICATIONS** |
|  | **License/Certification** |  | **Date of Expiration** |
| 1.2. | Professional Teacher (Philippines)Test for English International Communication (Thailand) |  | 30/07/201925/09/ 2016 |

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| **SKILLS** |
|  | **Skill** | **Years of Experience** | **Remarks** |
| 1. | Basic Teaching Skills  | 1.0 year | Oriented of Basic Teaching Skills such as personality and teaching style, clear objectives for lessons, effective discipline skills, good classroom management, good communication, knowledge of curriculum, knowledge of subject matter, passion for teaching, rapport with students etc., |
| 2. | Basic Accounting Skills | 2.4 years | Bookkeeping, bill payment, budgets, audits, bank deposits, cash receipts, payroll, vouchers etc., |
| 3. | Computer Literate | 9.3 years | Manipulated work related computers, Basic Microsoft Office  |

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| **TRAININGS/SEMINARS** |
| **Date** | **Topic/Course Title** |
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| Jan 10, 2016-July 2, 2016Aug 27, 2004 – Feb 27, 2005October 27-31, 2004 | Computer Hardware ServicingALS – Department of Education – Region x1Caregiving for Older PersonsDepartment of Social Welfare and DevelopmentComprehensive Culinary Skills and Livelihood TrainingWorld Class Training Center |
| September 17-18, 2004August 24-27, 2004 | Detection of Children with Special NeedsPhilippine Association for Teacher EducationTheoretical Aspect on Caregiving for older personsDepartment of Social Welfare and Development |
| April – May, 1990November 7-14, 1988 | Computer literacySTI – Computer EducationChambermaidDavao Insular Inter-Continental Hotel |
| **LANGUAGES SPOKEN** |
|  | **Language** | **Proficiency Level**(5=Excellent; 1=Poor) |  |
| 1. | Standard English | 5 |  |
| 2. | Tagalog | 5 |  |
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