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| ***ANA******ANA.350731@2freemail.com*** |  |

**Objective**

To join at a well-liked and well-reputed school in order to achieve good progress in my career through great teaching efforts, and apply my complete understandings of the subject and the best work practices to gain excellent career growth.

**Special Skill**

* Has knowledge in computer manipulation: MS Word, Power Point, and Excel
* Excellent communication and teamwork skills such as customer service management.
* Self-motivated, initiative, high level of energy.
* Excellent ability to adapt to difficult situations
* Certified ESL Instructor
* Patient, encouraging, resourceful
* Knowledge of social services
* Artistic

**Professional Background**Organization: **UNITED CHRISTIAN ACADEMY**

Duration: **June 2012 – April 2016**

Designation: **Teacher**

* Design and implement daily exercises and activities to facilitate student's academic improvement.
* Determine student's needs for assistance in other areas such as assignments and projects as necessary.
* Managed classes of up to 42 students. Designed weekly lesson plans focused on age and level-appropriate material. Collaborated with department and faculty members to design a year-round standard-based curriculum.
* Continuing yearly seminar based on the needs of the students to demanding world of teaching.

Organization: **St. Francis Tutorial Center (Korean School)**

Duration: **July 16, 2012 – March 8, 2013**

Designation: **Tutor**

* Meet with students on a one-to-one or small-group basis to give learning assistance.
* Maintain classroom management to have a ambiance that is conducive to learning.
* Prepare classroom activities for the Korean students.

Organization: **NXP Semiconductors**

Duration: **January 3, 2012 – May 4, 2012**

Designation: **Data Encoder**

* Enter information from documents such as personal information records of the company into computer to be stored and transmitted to the appropriate area within the organization or used for research purposes
* Separate information into different sections to categorize and identify certain characteristics
* Respond to requests for information and access relevant files
* Comply with data integrity and security policies
* Enter data from source documents into prescribed computer database, files and forms
* Combine and rearrange data from source documents where required
* Verify data and correct data where necessary

**Educational Background**

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| Philippine Normal University | 2011 | Bachelor in Secondary Education (Major in ENGLISH) |
| Lopez Quezon/ Philippines |  |  |
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| Lopez National Comprehensive High School | 2007 | High School |
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| Lopez West Elementary School | 2003 | Elementary |

**Personal Background**

* Birth date: February 06, 1991
* Birthplace: Lopez, Quezon
* Gender: Female
* Civil status: Single
* Citizenship: Filipino

**Character References**

***I certify that the above information is true and complete to the best of my knowledge, belief and ability.***