##### JENALYN

Mobile No.: **C/o 0502360357**

E-mail address: jenalyn.358187@2freemail.com

**CAREER SUMMARY:**

A versatile and result driven Pre-School teacher with 5years experience in a competent, competitive, multi-technology school. Has a qualified skills and excellent in communication.

**SUMMARY OF QUALIFICATION:**

* **Professional Teacher - Verification No. 1185138**
* **Law student**
* **Early Childhood Education completer**
* **Extensive Training And knowledge as assistant Office Secretary**
* **Excellent knowledge and skills in teaching cultural and modern dances**
* **Troop Leader**
* **Knowledge in office work as secretary**
* **Excellent skill in MS Excel, Microsoft Word,**
* **Music and Arts Coordinator**
* **Majorettes and lyre Coordinator**

**WORK EXPERIENCES:**

August 2016 – present Preschool Teacher

 Arabian Pearl Gulf School

 Manama, Bahrain

May 2013-2015 Preschool Teacher

 Hobo Elementary School

 Minalabac, Camarines Sur

 Department of Education

 Philippines

 May 2012-2013 Preschool Teacher

 Montessori Children House of Learning

 Naga City Philippines

 2011 - 2012 Party Hosts

 Jollibee, Naga

 Freemont Food Corporation

 2006 – 2012 Assistant Secretary

 St. John the Baptist Parish

 San Fernando, Camarines Sur

 Naga City, Philippines

**TASKS AND PROJECTS:**

**(2016-2017)**

* **A Preschool Homeroom Teacher with 18 pupils in the classroom.**
* **Teaching every day of various subjects such as:**

**English**

**Oral Language**

**Science**

**Mathematics**

* **As English teacher I coach and practice students to speak in front confidently. Teaching them various attitudes that they need in daily life, teaching them the routines and the life skills.**
* **Doing daily routines to the pupils**
* **Conducted weekly worksheet to measure the students’ knowledge and capacity.**
* **Use varied teaching materials, effective teaching principles and teaching strategies that suit my students’ abilities and capabilities.**
* **Conducted children’s visitation**
* **Conducted monthly meetings to the parents regarding with their child development and other concerns.**
* **Attended conference called by superiors**
* **Comply daily lesson plan**
* **Comply monthly reports and year end reports**
* **Upgrade my teaching strategies and methods through attending seminars and trainings**

**(2013 to 2016):**

* **A Professional Preschool Teacher Adviser with 5 years’ experience and with 18 pupils/student in the classroom.**
* **Teaching everyday of various subjects such as:**

**English Mathematics**

**Science**

* **As English teacher I Mentored students who joined the English and Filipino Press Conference Competition ( 2013-2016)**

**Editorial Writing English (1st Place)**

**Editorial Writing Filipino (1st Place)**

**Copy Reading and Headline News Writing English (1st Place)**

**Copy Reading and Headline News Writing Filipino (1st Place)**

* **Taught Filipino to English speaking students**
* **Prepared classes using provided materials personal teaching materials**
* **Focused on improving students grammar, listening, writing and speaking English**
* **Free tutorial of beginning reading, writing, grammar to slow learners**
* **Conducted monthly post test to measure the students’ knowledge and capacity**
* **Use varied teaching materials, effective teaching principles and teaching strategies that suit my students’ abilities and capabilities.**
* **Conducted children’s visitation**
* **Conducted monthly meetings to the parents regarding with their child development and other concerns.**
* **Attended conference called by superiors**
* **Comply daily lesson plan**
* **Comply monthly reports and year end reports**
* **Upgrade my teaching strategies and methods through attending seminars and trainings.**
* **From 2013 to P2015, I am a Music and Arts Coordinator. As coordinator I joined the Yearly District Music and Arts Competition with the following events:**

 **Children’s Choir 2nd Place**

 **Folk Dance 2nd Place**

 **Vocal Solo 2nd Place**

* **As member of DepEd Dance Club I performed the following event competition:**

**2013 World Teachers Day held at Jessie Robredo Coliseum 2nd Place**

**2014 World Teachers Day held at Jessie Robredo Coliseum 2nd Place**

**2015 World Teachers Day held at Jessie Robredo Coliseum 2nd Place**

**I am one of the 200 teachers who welcome the guest and delegates coming from different regions to performed modern dance during the PALARONG PAMBANSA last 2014 held at Pili, Camarines Sur**

**Performed modern dance to welcome the guest and delegates coming from various districts during Congressional Palaro held at Milaor, Camarines Sur**

**Performed folk dance to welcome the guest and delegates coming from various districts during Congressional Palaro held at Pasacao, Camarines Sur**

**Choreographer (2013 to present)**

1. **Coaches 176 Students to perform modern dance during their competition.**
2. **Trained selected pupils to perform different dance to perform during competitions and presentations.**
3. **Trained 500 pupils to compete in Milo Dance Competition**
4. **Trained 30 parents to perform to their dance competition**
5. **Coaches’ boy scouts to perform different dance during their camp activities.**
6. **Event Choreographer in Mrs. Valentine 2014 held at Hobo Elementary School.**
7. **Event Choreographer in Mr. and Ms. Yuletide Beauty Contest Held at Hobo Elementary School**
8. **Event Choreographer in Mrs. PTA 2016 held at Hobo Elementary School**
* **Coach in Athletics**
* **Coach in Gymnastics**
* **Coach in majorettes and lyre**
* **Boy Scout Troop Leader (2013 to present)**
* **Effective Master of Ceremony in different Events**
* **One of the board of Judges in Mr. and Ms. United Nation 2014 held at Hobo High School**
* **Chairman Board of Judges Mr. and Ms. KADAGATAN 2015 held at Salingogon, Minalabac, Camarines Sur**
* **Board of Tabulator**
* **Joined the Ms. DepEd Competition Minalabac Chapter (3rd place)**

**TASKS AND PROJECTS:**

 **(2012-2013)**

* **Preschool Teacher with Morning and Afternoon session classes**
* **Teaching 3-4 years old children**
* **Teaching everyday of various subjects such as:**
* **English**
* **Beginning reading**
* **Beginning sounds**
* **Letter comprehension**
* **Alphabet memorization**
* **Letter Blending**
* **Consonants Blending**
* **C-v-c**
* **writing**

**Modern Science**

**Mathematics**

**Social Studies**

* **Taught English speaking students**
* **Prepared classes using provided materials personal teaching materials**
* **Focused on improving students reading, listening, writing and speaking English**
* **Free tutorial of beginning reading, writing, grammar to slow learners**
* **Conducted monthly post test to measure the students’ knowledge and capacity**
* **Use varied teaching materials, effective teaching principles and teaching strategies that suit my students’ abilities and capabilities.**
* **Mentored pupils who joined the SPEECH COMPETITION.**
* **Trained pupils to performed dance presentation during the Yearly Halloween Party held at SM City Naga**
* **Conducted children’s visitation**
* **Conducted monthly meetings to the parents regarding with their child development and other concerns.**
* **Attended conference called by the directress of the shool**
* **Comply daily lesson plan**
* **Comply monthly reports and year end reports**
* **Upgrade my teaching strategies and methods through attending seminars and trainings.**

**TRAININGS and SEMINARS:**

* February 19, 2016 NCBTS

Minalabac, Naga City

* May 23 - 29 2015 K+12 program training

BISCAST Naga City

* August 22-23,2014 District Roll out of Results Based Performance Management System ( RPMS)

Minalabac Central School ,Naga City

* September 16-18, 2013 Division live out Enhancement training for Music Teacher

Regent Hotel Naga City

* May 17-19,2013 National Training on DepEd Interactive Computerization Program on E-classroom

Hobo Elementary School, Naga City

* May 15, 2012 Basic English language for preschool teacher

 Montessori Children’s House of Learning Naga City

* June 14,2011 Understanding by Design

 Naga City

* July 1,2011 Research Consortium

UNC Naga City

* July 5,2011 Visual Art Workshop

UNC Naga City

* July 8,2011 Seminar and film viewing in Global warming

UNC Naga City

* July 11,2011 K+ 12 Education Program Training

UNC Naga City

* July 20,2011 Service learning for youth and development

UNC Naga City

* August 2, 2011 School of living tradition

Naga City

* August 10, 2011 Teaching Multi grade classes

UNC Naga City

* August 18,, 2011 Research

Naga City

* August 29, 2011 Managing your finances

UNC Naga City

* September 3, 2011 Workshop on use of technology in teaching

 UNC Naga City

* July 21, 2010 Mathematics

UNC Naga City

* August 2, 2010 Food handler class Training

City Health Office Naga City

* November 3-8, 2011 Basic Training course (troop leaders)

Maramba, San Felipe Naga City

* December 8, 2011 Teaching Strategies for Indigenous People

UNC Naga City

* August- March 2012 On-The-Job Training

Sabang Elementary School Naga City

**ORGANIZATIONS & CLUBS AFFILIATIONS:**

2013-2015 Member - DepEd Dance Club

2015-2016 Chairman Grade IV Teachers Ass.

2013-2014 Member - Minalabac Dance Club

2013-2014 Secretary -Parents Teachers Association

2008-2012 Member - Bluewave Dance Club

**SKILLS:**

* **Extensive knowledge in Early Childhood Education**
* **Proficient in Microsoft excel and word**
* **Dance trainer/instructor**
* **choreographer**
* **Proficient English teacher**
* **Dancing**

**EDUCATIONAL BACKGROUND:**

**Bachelor of Elementary Education College of Education**

 **University of Nueva Caceres**

 **2008 to 2012**

 **BS Law College of Law**

 **University of Nueva Caceres**

 **2015 to present**

 **Early Childhood Education**

 **College of Education**

 **University of Nueva Caceres**

 **2016**

**PERSONAL PROFILE:**

Age: 24 years old

Date of Birth: June 2, 1992

Place of Birth: Baras, Rizal, Manila Philippines

Civil Status: Single

**REFERENCE PERSONS:** Available upon request