[Nonato.359013@2freemail.com](mailto:Nonato.359013@2freemail.com)

Nonato .

OBJECTIVES

* I am loyal, talented and caring person who loves making a difference to

the lives of young Children. I am open-minded, patient and supportive

towards other people. especially towards children. I have an excellent

Ability to work under Pressure.

* I am a mature, positive and hardworking individual, who always strives to

Achieve the Highest standard the possible, at any given task. I possess good

Communication skills and I have the ability and experience to relate to a

Wide range of people, I enjoy learning new things.

WORK EXPERIENCES:

**Shadow Teacher**, Apple International School Al Nadha UAE (Sept 2016-Feb2017)

**Assistant Teacher**, VILNOHA LEARNING CENTER (June 2013- 2015)

**Shadow Teacher**, Sacred Heart Institute Philippines (June 2011-2013)

Responsible for giving the pupils an opportunity to learn as well as

Be a good role model in and out of the classroom

Duties:

* Building the child confidence to solve task on their Own.
* Developing the Skills and ability of the child.
* Maintains discreation and confidentiality of child and family information at all times.
* Assume temporary responsibility for the learning environment in the absence of the

Lead Teacher.

* Assist Lead Teacher in the development of each child’s individual goals and objectives.
* Attend and participates in required meetings.
* Collateral contact with the therapists and other members of the child’s team is conducted in a

Professional manner.

* Maintain accurate daily progress notes, data collection, attendance records and completes all

All paperwork in a timely manner.

Work Experience:

**Salon Receptionist F.Salon Manila Philippine**(2008-2010)

**Objectives:**

To gain the position of a salon receptionist that will make effective use of my customer service Skills in a renowned salon.

**Summary of skills:**

Experience in providing customer service and management knowledge of various hair care products

Knowledge of basic computer efficient time management, and organizational and negotiation skills.

**Professional Experience:**

* Responsible for greeting customer in a warm and a professional manner handle the task of directing clients to be concerned
* Maintaining the records of clients like names, phone numbers and addresses assist with monthly product, scheduling appointments as well as make a courtesy of call.
* Responsible for suggesting and prescribing hair care products to clients.
* Coordinate to with salon manager in maintaining the inventory of retail goods and product perform.

**PERSONAL SKILLS:**

* Able to get on well
* Honest
* Reliable and responsible
* Good Literacy and numeracy skills
* Able to work individually or in a team.
* Computer literate; able to use MS Word, Power Point and excel.
* Works well under pressure.

HOBBIES:

* Watching movies
* Cleaning
* Singing

ACADEMIC QUALIFICATION:

Philippine Christian University, (1995 - 2000) **Secondary**

Philippine Christian University, (2000 – 2004**) Bachelor of Elementary Education**

PERSONAL DETAILS

**Date of birth** July 21, 1984

**Nationality**  Filipino

**Languages** English