**CAREER PROFILE:**

With over 19 years’ experience as an accomplished educator with the ability to teach, motivate, and direct students while maintaining high interest and achievement; Highly energetic and enthusiastic individual dedicated to providing the best education and care to diverse populations of students at a variety of academic levels; Consistently maintains excellent relations with students, parents, faculty, and administrators.

**KNOWLDEGE, SKILLS AND ABILITIES:**

* Student centered and Culturally sensitive
* Values collaboration, teamwork and self;
* Encourages ethical behavior
* Facilitates life-long learning;
* Utilizes technology; proficient in using Microsoft Office programs

EMPLOYMENT HISTORY:

Department of Education – National Capital Region, Philippines

Bonifacio Memorial Elementary School (BMES)

June 2003 – Present

School’s English Coordinator

* Improves students’ performance by collaborating with the faculty to conduct new student workshops;
* Provides guidance to students on academic goals and educational issues;
* Addresses students' behavioral, academic, and other problems by working with parents, teachers and counselors
* Advances lesson content and instruction methodology.
* Improves teachers’ performance through development of training modules and programs;
* Attends district /division meetings and coordinates with teachers and district coordinators to develop lesson plans and materials;

Chairman, Event and Program Committee

* Plans and promotes the event and ensures that mentors, parents and children are aware of event particulars;
* Maintains records of attendance and outcomes for attendees;
* Communicates with the principal on a weekly basis concerning new events/projects;
* Acts as liaison and develops rapport between parents, students, administrators and teachers;
* Submits detailed proposals for events (e.g. timelines, venues, legal obligations, staffing and budgets);
* Do room layouts and schedules workshops

**School Clerk / Learner Information System**

* Performs clerical activities to support principal, teachers and administrative staff;
* Maintains, manage school and office transactions records in an organized manner
* Keeps record of teachers and administrative staff’s attendance record;

**Classroom Adviser**

* Serves as teacher/adviser to Grade Four pupils;
* Teaches Reading, Language and Science
* Improves pupils’ performance by administering and checking all tests, activities and homework of pupils;
* Develops and cultivates pupils’ academic skills by presenting and organizing lessons that will capture their imagination and attention as well;
* Gives homework to consolidate and extend learning and encourage pupils to take responsibility for their own learning;
* Informs and updates parents on the pupils’ class standing by providing a quarterly report;
* Improves slow learners’ performance and self-esteem by giving remedial lessons;
* Evaluates and addresses the learning styles of various pupils for better learning;
* Keeps precise records of grades using Microsoft Excel

CENTER FOR CHILDREN’S WELL-BEING

Caloocan City, Philippines

Grade Four Teacher

Subject Taught: Reading, Language

June 2002 –March 2003

DOMINICAN SCHOOL – MANILA

Manila, Philippines

Grade Two Teacher

Subject Taught: Reading, Language

EDUCATION:

* **POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**

Manila, Philippines

Master in Educational Management, Dec. 2014

* **PHILIPPINE NORMAL UNIVERSITY**

Manila, Philippines

Bachelor in Elementary Education, March 1998

**ELIGIBILITY/CERTIFICATION:**

* **LICENSURE EXAMINATION FOR TEACHERS**

Professional Regulation Commission

Gen. Ave. Rating: 80.80% / August 1998

* **CAREER SERVICE SUBPROFESSIONAL**

Civil Service Commission

Gen. Ave. Rating: 85% / February 1997

* **NATIONAL CERTIFICATE III**

Events Management Services / December 2015

**PERSONAL INFORMATION:**

Birth date: 11th August 1977

Age: 39 years old

Citizenship: Filipino

Civil Status: Married

Languages Spoken: English – Fluent

Filipino – Native