**IVY**

[**Ivy.362884@2freemail.com**](mailto:Ivy.362884@2freemail.com)

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**OBJECTIVE:**

To apply in any convenient position in your respective company to enhance my personality and capabilities, acquire valuable knowledge and skills to complement those I have learned from my previous studies in the actual job environment. I offer my service and determination to your company throughout the duration of my training.

**CAREER OBJECTIVES:**

To build a career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges in the field of work, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

**SKILLS:**

Teaching

Oriented in Microsoft office application such as:

* Microsoft Office Word
* Microsoft Excel

**WORK EXPERIENCED:**

* **RICKIMEL MARKETING CORP.** Quezon City Philippines

Production Checker/Quality Inspector (Feb. 2014- March 2015)

**Duties and Responsibilities**

* To make sure that the packaging was right and in proper.
* Ensured that grams and kilos of each product are correct.
* Making list of the finished product before delivering to the store.
* Checking proper sealed, label, of the product to make it better and presentable to the consumer.
* **CALTEX Gasoline Station Pili, Philippines**

Cashier (August 2013- January 2014)

**Duties and Responsibilities**

* Receive payments from the costumer
* Always greet customer in a right manner and asses them the price which they can have more discount of.
* **PATITINAN HIGH SCHOOL Sagnay, Philippines**

Secondary Teacher (June 2012- July 2013)

**Duties and Responsibilities**

* Make lesson plan every school day, based on the subject to be taught or based on the specialization.
* Computing grades of the student based on their exams, oral tests, outputs and behaviour.
* Making report cards every grading periods and gave it to the parents for checking of their child performances.
* Attending seminars and meetings for the teaching enhancement.

**SEMINARS, TRAININGS ATTENDED AND CERTIFICATIONS:**

* **SOUTH STAR DRUG INC. TRAINING FOR INCOMING EMPLOYEE (PA)**

Naga City, Philippines (October 17-21, 2016)

* **CERTIFICATION OF PASSING LICENSURE EXAMINATION FOR TEACHERS(PRC)**

Legazpi City, Philippines (March 2013)

* **SCHOOL CERTIFICATION FOR TEACHING (Patitinan High School)**

Sagnay, Camarines Sur, Philippines (June 2012- July 2013)

**EDUCATIONAL BACK BACKGROUND:**

**College Graduate PARTIDO STATE UNIVERSITY**

Goa, Camarines Sur, Philippines A/Y 2008-2012

Course: **Bachelor of Secondary Education**

Major in Values Education

I hereby certify that the above information is true and correct to the best of my knowledge and belief.