**JOCELYN**

**Jocelyn.363341@2freemail.com**

**OBJECTIVE**

Classroom Teacher in your prestigious school where a commitment to teaching service, and enthusiasm for adapting to innovating school needs, and a desire to contribute new ideas in a new environment**.**

**PERSONAL DATA**

Date of Birth             :  October 5,1973

Civil Status               :   Single

Height                       :   4”11’

Weight                       :   58 kls.

Citizenship                 :   Filipino

Occupation                 :   Plain housewife

Provincial Address     :  Lanao Moalboal Cebu

**SKILLS AND QUALIFICATIONS**

* A dedicated, hardworking and highly motivated, enthusiastic employee.
* Work well under pressure.
* Easily establish rapport with people of all ages, cultures and philosophies
* Skilled in organizing events.
* Many contacts in the academic, social service and communities and cultivated over the past seventeen years.
* Enjoy coordinating people from different institutions with regards to community outreach program activities and to physical education activities.
* Twenty years of teaching experience.
* Led initiative to conduct team building for student leaders.
* Facilitated students for a dance competition.
* Possess a unique combination of accuracy, careful attention to detail and a student centered approach.
* Enjoy teamwork where camaraderie produces a sum greater than its parts.
* Empathized  and advised students’ academic problems and even personal and family problems.

**PROFESSIONAL EXPERIENCE**

* Conducted a scholarship examinations.
* Coordinated people about Community Outreach Program in relation to National Service Training Program class.
* Trained, Motivated and Facilitated  the students includes the following:

-Actual observation on how the workers recycled solid wastes in the dump site area

              in Soong, Lapu-lapu City.

            - Provision of nutritious food for the malnourished children in Bakilid Elementary

              School.

            - Preservation of  the natural resources through mangrove tree planting in Cordova,

              Punta Engaño Lapu-lapu City and Umapad Mandaue.

-Teaching the out of school children in Look, Mandaue City.

        -Spent valuable time with the old aged in Gasa sa Gugma, Home for the Destitutes.

         -Listening the Blood Donation Advocacy from Department of Health.

* Planned Innovative  Physical Education 2 Culminating Activity.
* Organized and managed well the activities in relation to Physical Education and National Service Training Program.
* Tenure with current employment.

**JOB DESCRIPTION**

* Doing assessments and tests for the students.
* Abiding by school regulations and management, achieving the teaching goal as scheduled with high quality.
* Taking responsibility for the progress of a class of primary age pupils.
* Organizing the classroom and learning resources and creating displays to encourage a positive learning environment.
* Planning, preparing and presenting lessons that cater for the needs of the whole ability range within the class.
* Motivating pupils with enthusiastic; imaginative presentation.
* Maintaining discipline.
* Preparing and marking work to facilitate positive pupil development.
* Meeting requirements for the assessment and recording of pupils’ development.
* Providing feedback to parents and caters on a pupils’ progress at parents or other meetings.
* Coordinating activities and resources within a specific area of the curriculum and supporting colleagues in the delivery of this specialist area.
* Working with others to plan and coordinate work.
* Keeping up to date with changes and development in the structured curriculum.
* Organizing and taking part in school events, outings and activities which may take place at weekends or in the evening.

**EMPLOYMENT HISTORY**

College Instructor, ACLC College, Mandaue City, 1999-Present

College Instructor, ACLC, Tagbilaran City, 1997-1998

Preparatory Level Teacher, Gloria Maris School, Mabolo, Cebu City, 1996-1997

Teacher, Arts Magnate Performing Center, Mango Avenue, Cebu City, 1995-1996

**EDUCATION**

MAT-PE, Southwestern University, 2011

BEED, Saint Theresa’s College, 1996

Secondary Level, Cebu Central Colleges, 1991

Elementary Level, Tejero Elementary School, 1987

**TRAININGS**

Participated in Research Study Seminar, 2010

Completed Effective Teaching Strategy Workshop, 2009

Certified Dance Choreographer, 2008

Participated in Leadership Seminar-Workshop, 2007

Attended in K-12 Education Seminar, 2015

**ASSOCIATIONS/ORGANIZATIONS**

Green Peace Member, Cebu City,

Alumni Club Member, Southwestern University, 2011

Red Cross Member, 2004

      Active Dance Troupe Member, Southwestern University, 1997

      Active Cultural Dance Member, Saint Theresa’s College, 1995

      Department Representative, Institute of Physical Education and Sports, 1997

Secretary, Youth Organization, Sacred Hear Parish, 1994

Catechist,  Summer Class, 1990

**AWARDS**

Loyalty Award, ACLC College of Mandaue, 2010

Outstanding Instructor of the Year, ACLC College of Tagbilaran, 1998

Leadership Award, Youth Organization, 1995

Craftswoman of the Year, 1987