Dear Sir/Madam:

Greetings!

I am writing to apply for the Assistant Teacher Position Job in your good company and I am enclosing here with my cover letter is my resume, for additional information on my experience.

The opportunity presented in this listing is very interesting and I believed that my strong experience as an Assistant Teacher Job from my previous company is of great plus for the said position.

The key strengths that I possess for success in this position include:

\* Passion for continuous learning and personal growth
\* Extremely hard working
\* Strive for continued excellence & quality work performance
\* Self-initiative, sociable & has determined demeanor

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Hoping to be included in the shortlisted applicants & I look forward to speaking with you about this employment opportunity.

Thank you & more power.



**JENNYLYN**

**JENNYLYN.364348@2freemail.com**

Visa Status : Employment Visa

**OBJECTIVE:**

To acquire a position that will enhance my talents, skills and knowledge in both theoretical and actual aspects. To gain exposure for career advancement and to be part of its people and have a desire for continues improvement.

**SKILLS**

## Active responsible, hardworking, willing to work with long hours to establish capability

## Fast learner, flexible and can relate well with people in all levels of organization.

## Honest, patient and with good moral values.

## Computer Literate (MS Office,) & Internet Operation.

* Trained in read, write Inc. literacy program.

**WORK EXPERIENCES**

***TEACHER ASSISTANT/TEACHER***

*Magnolia Nursery, Abraj Street, BurjKhalifa Area*

*June 6,2014 – March 16,2017*

* Provide Lesson Plan weekly and monthly schedules of activities
* Ensure children are supervised at all times
* Provide various experiences and activities for children including songs, games and
* story telling
* Build children’s esteem
* Comfort children
* Establish routines and provide positive guidance
* Provide a safe and secure environment for children to feel comfortable
* Implement positive discipline when required
* Clearly and effectively communicate in a manner that children understand
* Observe children and make note of progress
* Integrate special needs children in a positive and respectful manner

***TEACHER ASSISTANT***

*Raffles International School West Campus Dubai UAE*

*April 26, 2009 – July 6,2014*

**Job Description:**

* Assist the class teacher by providing necessary support for indoor and outdoor activities of the children.
* Assist the class teacher by guiding children’s while performing there corresponding work/activities.
* Handle the class in the absence of class teacher.
* Creates an effective environment for learning through functional and attractive displays inside the classroom.
* Assist teacher in supervising special needs children with Autism and Aspergers Syndrome.
* Assist the teacher uses variety of off instruction strategies such as inquiry, lecture discovery and etc.
* Assist and teaching the students in literacy and numeracy.
* Assist in to the physical needs of students and other basic care activities
* Prepare the portfolio of the student activity.

***RECEPTIONIST CUM OFFICE ASSISTANT***

*Tact Real Estate Brokerage, Dubai UAE*

*June 25, 2008 – January 2009*

**Job Description**

* *Schedules appointments and give information to callers*
* *Handled phone or walk-in inquires*
* *Files and keep office records and other important documents in organized file*
* *Received clients and visitors in the office and provides needed information upon request*

***TEACHER ASSISTANT***

*Al Mawakeeb School Al Garhoud Dubai UAE,*

*October 28, 2007 – April 17, 2008*

**Job Description:**

* Provide teaching support to the classroom teacher
* Setting up equipment and prepare material’s for instruction
* Work with student individually or in small groups
* Assists and takes care of the student need in school
* Orders and maintains cleanliness in classroom
* Take charge of everything if the teacher is not in the school

***CASHIER CLERK***

*SM Makati, Makati Philippines*

*February 2005- March 2006*

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| --- | --- |
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**Job Description:**

* Taking care of the cash register
* Issuing receipt for the customer
* Responsible for the stocks inventory
* Taking care of the display area
* Assist the customers
* Ensures a healthy relationship with the customers

***SALES REPRESENTATIVE***

*Toby’s Sport Glorietta 2 Ayala Center Philippines,*

*November 2002 – November 2004*

**Job Description:**

* Deals with customer who are interested in buying products
* Assists the customer in looking for the kind of product they need
* Answers the questions of the costumer regarding a certain products
* Introduce or offer certain new products that a customers may be interested
* Makes an inventory of the stocks of the different products I am in charge
* Report to the supervisor of the status of the products I am in charge

**Professional development courses:**

Read write Inc. January, 2012

Making the most of your circle time. 20th May 2015

Music and Movement 1st June 2015

**EDUCATION ATTAINMENT**

* **College**  ***Bachelor of Education Major in Math***

EulogioAmang Rodrigues

Institute of Science and Technology

1996 – 1998

**PERSONAL INFORMATION:**

**Age :** 39

**Civil Status :** Married

**Birth Date :** October 2, 1977

**Religion :** INC

**Nationality :** Filipino

**Language Spoken :** English / Tagalog