**PAULINE**

**PAULINE.364527@2freemail.com**

**Career Summary**

An enthusiastic and competent professional who possess the required level of expertise in the educational and administrative sectors having effective organizational skills, proficiency with practical and administrative tasks, disseminating information with the required communication skills needed to make every clientele knowledgeable and able to implement operational standards. Pauline Q. Sy is currently looking for a suitable position with a responsible employer who will assist in the development of her career and skills.

**WORK EXPERIENCE**

***The New Filipino Private School – Sharjah, UAE***

TEACHER August 2015 – Present

 Teaching Computer Education and Home Economics and Livelihood Education subjects from Grades 4 to 7 students for boys and girls classes.

* Handling classes in Microsoft Office applications software.
* Executing sessions in home economics and livelihood programs.
* Assisting teachers in computer-related instructions.

***Bagong Silang High School – Caloocan City, Philippines***

TEACHER / BEIS COORDINATOR December 1998 – August 2015

Taught Computer Education subjects, Mathematics and Values Education.

* Administrative staff (HRIS Coordinator) who was responsible for handling school personnel database.
* BEIS Coordinator who was responsible for Learners Information System (LIS) updating with the schools central office, consolidating and coordinating with the registrar for students’ authentic scholastic records.
* Accounting staff responsible for monthly payroll computation and assisted the bookkeeper in data handling and computation of incentives and other benefits.
* School clerk who was responsible for correspondences and urgent reports to be submitted at the schools division office.

**ACADEMIC QUALIFICATIONS**

Certificate in Teaching Mathematics

***Philippine Normal University 2007 – 2008***

Graduate Studies (Educational Management)

Completed Academic Requirements / Passed Comprehensive Examination

***Polytechnic University of the Philippines 2000 – 2002 / 2012***

Bachelor of Science in Computer Science

***Pamantasan ng Lungsod ng Maynila 1984 – 1989***

**CERTIFICATE PROGRAMS / TRAININGS**

Basic CCNA

***Sites Power Training Center (FI Sharjah), UAE March - April 2017***

Basic Logistics

***Sites Power Training Center (FI Sharjah), UAE Dec. 2016 – Jan. 2017***

**PROFESSIONAL COMPETENCIES**

Trainer

Supply Chain Management Course

***Sites Power Training Center (FI Sharjah), UAE March – April 2017***

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* Computer literate with sufficient knowledge in Microsoft Office applications software.
* Adept with clerical tasks like encoding, sorting, filing and other Human Resource / Administrative related duties.
* Trained as payroll personnel in the Accounting department.
* Efficient in business correspondence.
* Enthusiastic, flexible and capable of working on own initiative.
* Capable of working in a manner conducive with the production of high quality data.
* Highly trainable.

**REFERENCES**

Available on request