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**Personal Profile:**

Name: **MA. DIEVA**

[**DIEVA.366838@2freemail.com**](mailto:DIEVA.366838@2freemail.com)

**Objective:**

To work in a company that would render the best of my skills and further enhance my ability propagation with the company's core objectives.

**Skills Profile:**

* Proficient in Microsoft Office (Word, Excel and PowerPoint).
* Flexible and able to handle multi-task work.
* Clerical works such as Sorting, Filing and Encoding.
* Knowledgeable in office orders and procedures.
* Creative, Dedicated, and Hardworking person.
* Cooperative in a team environment and can work independently.

**Work History:**

**Bright Head Tutorial Center**, (Tutor Teacher) , June 15, 2016 up to April 10, 2017

* Teaching all subjects in Primary level.
* Helping student in making their projects and homework.

**Saint Paul Educational Center**, (Teacher Adviser) , June 05, 2013 up to March 31, 2016

- Teaching Primary level of students for 3 years. Handling Math, Science, and Computer.

- Keep all the student records.

**National Irrigation Administration (NIA)** Construction Management Division, Internship Program (Office Clerk) , April to May 2012

* Operate office machines, such as photocopiers, scanners, E-mail systems and personal computers.
* Process and prepare documents such as business and government forms.
* Type, format and edit other documents using computers and typewriters.

**Demo Power** , Internship Program (Product Ambassador of Nestle Ice Cream) , April - May 2011

- Represents a brand to targeted customers and in order to generate sales opportunities.

- Creates attention and sales leads.

**Pag-Ibig Fund Kamias Branch, MC Accounting Division**, (On the Job Training) , Nov. ‘2010 up to March ‘2011

* Compile, copy, sort and file records of office activities, business transactions and other activities.
* Review files, records and other documents to obtain information.
* Answer telephones, direct calls and take messages.

**Education and Trainings:**

Polytechnic University of the Philippines

Degree Course: Bachelor in Business Teacher Education (BBTE)

Major in Business Technology/ Technology and Livelihood Education

S.Y 2009-2013

Ramon Magsaysay (Cubao) High School

Ermin Garcia St. Cor. EdsaCubao Q.C

S.Y. 2005-2009

“#QUESCIE@itsbest: A Revisit Professional Growth Program towards Educational Reforms”

Quezon City Science High School , June 6 to 8, 2016 ( 3 days seminar )

**Eligibility:** PRC – Licensure Examination for Teachers ( LET )

Board Passer – March 20, 2016

**References:**

(Available upon request.)

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