**Ann**

[**Ann.368273@2freemail.com**](mailto:Ann.368273@2freemail.com)

A Shadow Teacher who enjoys assisting children requiring extra support; to complete tasks, to being independent, to learn new concept and to be sociable.

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| --- | --- | --- |
| **EDUCATIONAL BACKGROUND///** | |  |
| Tertiary | : | Saint Paul University Philippines |
|  |  | Tuguegarao City,Cagayan |
| Degree Earned | : | Bachelor of Elementary Education (2000-2005) |
| Board Passer | : | PRC |
| Secondary | : | Cagayan National High School |
|  |  | Tuguegarao City,Cagayan (1996-2000) |
| Primary | : | Tuguegarao West Central School |
|  |  | Tuguegarao City,Cagayan (1991-1996) |
| **PERSONAL DATA///** |  |  |
| Date of Birth | : | April 20, 1983 |
| Languages | : | English,Filipino |
| **TRAININGS///** |  |  |
| **Applied Behavior Analysis** | | **Caregiving** |
| Level 1 Training Course |  | Level 1 and 2 |
| April 12,2017 to May 4,2017 | | April 28,2017 to Present |
| Educatinal Institute under | | Filipino Institute, Abu Dhabi |
| KHDA permit. U.A.E |  |  |

**Student Teaching** **English Proficiency for Customer Worker**

St.Paul University Philippines Regional Training Center (RTC)

August-September 2005 Region 02 Carig Norte,Cagayan, Philippines

**Housekeeping Certificate** **Driving**

NC2 - TESDA NC2 - TESDA

Tuguegarao, Cagayan Tuguegarao City, Cagayan

**PROFESSIONAL EXPERIENCE///**

**Assistant Teacher**

March 2013 to march 2014

Al Dhafra Private School

Musaffah, UAE

Worked under class teacher and school administration to support instructions and social development of the student.



Prepare and made copies of study materials and learning aids and distributed o students (textbooks, pencils notebooks, pencils and other supplies)



Maintained a neat, orderly, clean, sanitary environment, conducive to study. Participate in staff meeting



Effectively worked with special needs pupil in cooperation with relevant specialist. Assisted socially and emotionally challenged in developing skills.



Motivating and encouraging pupils.



Regularly giving feedbacks to the teacher on pupil’s progress and behavior.



Supporting with the delivery of lessons, workshops and tutorials.



**Tutor**

Private Family

Musaffah,U.A.E

January 2017 to present &

March 2013 to march 2014

Travel to students' homes, libraries, or schools to conduct tutoring sessions.



Research or recommend textbooks, software, equipment, or other learning materials to complement tutoring.



Participate in training and development sessions to improve tutoring practices or learn new tutoring techniques.



Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.



Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.



Maintain records of students' assessment results, progress, feedback, or school performance, ensuring confidentiality of all records.



Develop teaching or training materials, such as handouts, study materials, or quizzes. Collaborate with students, parents, teachers, school administrators, or counselors to determine student needs, develop tutoring plans, or assess student progress.

Assess students' progress throughout tutoring sessions.



**Cashier/Waitress /Barista**

July 14, 2015 Up to Present

La belle Époque Café

Creating positive first impressions by enthusiastically, welcoming guests.

Anticipating the guest’s needs to provide and maintain exceptional guest service.



Responding to guests inquiries.



To always listen to the guests needs and provide ample service in order to retain the prevailing and future guests.



Receiving guests with a warm smile and greetings, describing the menu and Making first service within the estimated time of preparation.



Maintaining a healthy and professional atmosphere

Deal with customer’s complaints professionally.



Provide efficient, friendly, and informative service following established customer service standards and corporate vision



Check out customer’s purchases speedily and correctly, applying accurate codes, departments, and prices



Maintain 100% accuracy of cash register, and make sure all payment transactions are carried out with precision and efficiency



Put customers’ groceries in bag and ask if they need more assistance



Ask for back up on registers when necessary



Answer customers questions, and refer unresolved cases to customer service, supervisor, or the front end manager



Ensure proper procedures are taken in balancing cash drawer at the close of shift Ensure security procedures are followed in handling pick-ups, quick change artists, potential shoplifters, and drawers



Ensure front end area is always orderly, organized, and clean



Make request to front end manager for equipment or replacement that are required Take initiative during slow times to stock items, or perform other tasks assigned by the supervisor or front end manager.



Promotes coffee consumption by educating customers; selling coffee and coffee grinding and brewing equipment, accessories, and supplies; preparing and serving a variety of coffee drinks, along with pastries and cookies.

