**Nelly**

*Nelly.368369@2freemail.com*

 **OBJECTIVES:** To succeed in an environment of growth and excellence and earn a job in your respected school where I can contribute my professional skills, working capacities, teaching efficiencies and provide job satisfaction to my designation and company.

 **CERTIFIED SECONDARY SCHOOL TEACHER**

**Motivated and dedicated High School Teacher** eager to continue full-time teaching profession (currently a teacher at Sta. Isabel Montessori (N.E.) Inc. Philippines). Offer a proven excellent record of commended performance teaching grades 7-10, with a passion for education and a strong commitment to optimizing student and school success.

**CORE COMPETENCIES**

|  |  |
| --- | --- |
| * Innovate Teaching Materials and Instructions
* Able to Employ Various Teaching Strategies
* Good at Lesson Plan Design
* Classroom Management & Discipline
 | * Student Development
* Learner Assessment
* Promote Outstanding Leadership
* Provide Harmonious Teacher-Student Relationship
 |

**PERSONAL QUALITIES**

* Excellent in oral and written communication
* Detail-oriented
* Enjoy Arts and crafts
* Versatile in any line of work
* Effective disciplinarian and can promote good behavior and change
* Good management skills
* Proficient in providing strong rapport
* Athletic

**EMPLOYER/EXPERIENCE**

* **Sta. Isabel Montessori (N.E.) Inc.**

Sto. Cristo, San Antonio, Nueva Ecija

 **Designation:** English, Computer and Values Teacher

 Classroom Adviser, Campus News Paper Consultant and

 Coach in English Quiz Bee competition and

 Table Tennis Tournament **2016-2017**

* **Free Lance Tutorial**

Elementary and Secondary Level

Poblacion, San Isidro Nueva Ecija Area **2013-2016**

* **Saint Paul School**

Poblacion, San Antonio, Nueva Ecija

**Designation:** History and English Teacher(HS Department)

 Classroom and English Club Adviser **2010-2013**

**KEY RESPONSIBILITIES HANDLED**

* Supervised continuous classes daily for 7 hours with minimum of 30 different students for each class.
* Handled class advisory and served as campus news paper adviser.
* Designed effective classroom teaching materials and routines for students.
* Provides lively lesson plans for students which is patterned to K-12 Cirriculum.
* Motivate students mentally, emotionally and physically.
* Deals calmly with different situations with parents, school heads and community personalities.
* Hosting and organizing school events.
* Served as representative of the school in meetings and seminars.
* Report details about the meeting to colleagues and to management heads.
* Maintain grades and promotes behavior of students.
* Interview students and parents for assessments.
* Ensure students safety all the time.
* Handle extremely important paper works.
* Coached students for Literature and Grammar Competition.
* Trained students for Table Tennis Tournament.

**EDUCATION**

 **Degree :** BS in Secondary Education Nueva Ecija University of Science and Technology

 Major in English 2006-2010

 **Awards Received:** Leadership of the Year Award

 Athlete of the Year Award

 **Professional Teacher Liscence No:** 1350173

**Vocational:** Computer System Servicing NCII May-July 2015

Computer Hardware Servicing NCII April-June 2015

**COMPUTER SKILLS**

* Microsoft Word
* Microsoft Access
* Microsoft Power Point
* Microsoft Excell
* Install computer systems and networks
* Diagnose and troubleshoot computer systems
* Configure computer system and networks
* Maintain computer system and networks

**PERSONAL DETAILS**

**Date of Birth** : June 23, 1990

 **Place of Birth** : Alua, San Isidro, Nueva Ecija

 **Age** : 26 years old

 **Civil Status** : Single

 **Citizenship** : Filipino

 **Religion**  : Roman Catholic

 **Language** : English and Filipino

 **Height** : 5’2 ft.

 **Expiration Date** : September 21, 2020

 **Visa** : Tourist Visa

 **Visa Expiration** :July 28, 2017

I hereby certify that the above information are true and correct to the best of my knowledge and ability.