**ANNALYN**

[**Annalyn.370807@2freemail.com**](mailto:Annalyn.370807@2freemail.com)

**OBJECTIVE**:

To apply the skills I gained through years of fruitful employment by gaining responsible position with a well-respected and established international organization.

**EXPERIENCE**:

October 2015 – May 2017

Brilliant Minds Interactive School of Excellence, Batangas Philippines

**SPED TEACHER**

Duties & Responsibilites

* Lesson Planning
* Preparing Visual Materials Daily
* Ensures that the students are enjoying and learning the lesson
* Provides a holistic approach in catering to the needs of the Child
* To appreciate, love and care to the Children with Special Needs

July 2014 – October 2015

Mckinley Hill International School, Batangas Philippines

**LIASON ADMINISTRATIVE ASSISTANT**

Duties & Responsibilities

* Report to the Liason Officer on a daily basis
* In-charge of the reception area.
* Answering and directing phone calls
* Maintain contact lists
* Receives and monitor couriers of the employees
* Ensures the reception area is clean and tidy
* Assist and coordinates company activities & events
* Develop and maintain a filing system
* Act as the point of contact for internal and external clients
* Liaise with executive and senior administrative assistants to handle requests and queries from senior managers
* Assist in the preparation of regularly scheduled reports
* Actively performs in the organization and attend the needs of the management whenever there is a meeting.
* Monitoring employees attendance daily

January 2014-July 2014

Special Education, Lontok Memorial School, Batangas Philippines

**STUDENT TEACHER (On the Job Training**

**SKILLS:**

* Proficient in MICROSOFT (Word, Excel, Power Point and Internet Applications)
* Proficient in oral and written communication
* Knowledge in Clerical & Office Work
* Good interpersonal communication skills
* Can manage children with special needs

**EDUCATIONAL BACKGROUND**

**COLLEGE:** 2010-2014 Bachelor of Elementary Education Major in SpeciaL

Education Kolehiyo ng Lungsod ng Lipa, Dagatan, Lipa City, Philippines

**SECONDARY:** 2006-2009 Fernando Air Base National High School

Fernando Air Base Lipa City, Batangas, Philippines

**TRAININGS/SEMINARS ATTENDED:**

* Authentic Assesment of Student Leraning Outcome

“Lesson planning in Mother Tongue,Method and Strategies in different Subject Using

Mother Tongue”, Fiesta Mall, Dagatan Marawoy Lipa City Batangas

* (BAFED) Batangas’ Future Educators

K-12 and Beyond: Principles and Concepts for the 21st Century Learner

February 7, 2014 – LCC (LIPA CITY COLLEGES

**PERSONAL RECORD**

Age: 26 years old

Sex: Female

Civil Status: Single

Citizenship: Filipino

Visa Status: Tourist Visa

I, the undersigned certify that, to the best of my knowledge and belief, these curriculum vitae correctly describes my qualifications and experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if employed.

Applicant