**Marites**

Email add : marites.388014@2freemail.com

**Position Applied: Assistant Teacher/ Receptionist/ Secretary**

**Work History**

**Assistant Teacher QATAF Nursery Jan2013 – Dec 2016**

Duties & Responsibilities

* Manage student behavior within the classroom to ensure a proper learning environment
* Maintain a well-organized and safe environment for students by ensuring that no hazardous materials are present in the class.
* Escort students to bathrooms and assist them with their meals during lunchtime
* Assist changing nappies, cleaning the classroom and etc.
* Develop a positive relationship with each student and identify which student needs
* Assist students during classroom activities
* Observe each child to assess skills and interests and provide feedback to the lead teacher
* Discuss students’ growth with their parents with a view to commend them and provide
* them with information on how they can improve.

**Secretary cum Receptionist MAZCORP EST May 2007Aug 2012**

**Duties & Responsibilities**

* Handles the Reception Area’s duties, provide accurate information for any inquiries of all clients/visitors and entertain them in a professional manner.
* Organizing correspondences using updated filing system.
* Check incoming fax messages and email using Microsoft Outlook.
* Internet surfing as per the instruction.
* Schedule and confirms appointments for clients, customers, or supervisors.
* Coordination on screening and interview appointments of selected applicants.
* Provides training and orientation to new staff.
* Answers telephone and gives information to callers, take messages, or transfer calls to appropriate individuals.
* Greets visitors and callers, handles their inquiries, and directs them to the appropriate persons according to their needs.
* Arranges conferences, meetings, and travels reservations for office personnel.
* Coordinates with company’s Travel Agent regarding staff travel and bookings.
* Organize Manager’s travel during attendance to fairs to various country/hotel reservations, airlines, car rentals, etc.
* Ensuring all office administrative policies and procedures are being implemented.
* Maintaining office stationery and kitchens stocks, preparing requisitions and purchase order.
* Handling initial customer’s inquiries.
* Prepares payroll of the company Employees.

**Secretary cum Receptionist ADESCO Jan 2003 April 2007**

**Duties & Responsibilities**

* Providing secretarial support, looking after human resource requirements, maintaining general office equipment’s.
* Prepare relevant documentation & background information prior to the meeting for discussion/preparing take down minutes of meeting.
* Establish an organized filing system, maintain database of customers, business & personal contacts.
* Handling and busy switchboard & take calls in a polite & professional manner take message when necessary & address to the concerned person.
* Attending sales person like sending their quotation by fax, giving catalogues, documents, and etc.
* Monitoring maintenance calls and prepares work order.
* Issuing delivery note when the customer buy the item.
* Prepares the Do & JO. Follow-up collection.

Assistant Teacher / Assistant Student Registrar Office Manila Phil June 1998 – 2003

Duties & Responsibilities

* Assist lead teacher in lesson delivery and presentation
* Manage behavior of students to create a safe classroom's environment
* Speak and interact with parents
* Create development, cooperative and kindly environment for children
* Give primary care to assigned infants and toddlers
* Arrange and classify different teaching aids for use in classroom
* Maintain a clean, safe and a fully organized classroom
* Participate in teacher-parent meetings
* Prepares school record of students.
* Maintain records of office activities.
* Encode data entry of FORM 137(Card) & issuing to the students.
* Attending good telephone manners.

Educational Background

Bachelor of Science in Commerce Major in Banking & Finance University of Batangas CityMarch 2001

Personal Details

Date of Birth: August 01, 1979 Civil Status: Married Nationality: Pilipino

Language: English / Tagalog