Curriculum Vitae



DIGNA

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Sharjah,UAE N/A

***Positions Desired:1. Learning Support Assistant,***

***Teacher Assistant ,Classroom Teacher,Administrator DEL VALDEZ***

***CAREER OBJECTIVE:***

* To establish myself in a learning environment as a facilitator, guidance counselor, teacher, learning supporter and a hardworking administratorin the field of Education and utilizing my professional experience good values and abilities.

***CAREER SUMMARY:***

* Over **10 Years** of experience in teaching,guiding,facilitating, preparing exams, computing of grades, utilized varied methods and preparing visual aids,implementing collaborative learning strategies and applying differential learning techniques to all unique learners in the educational system and stakeholders
* Involved and participated trainings, workshops, conferences and symposiums related to child protection policy, career guidance, mental health, counseling techniques
* Managed the guidance office as designated guidance counselor for 7 years in filing, recording the anecdotal records,analyzing,follow up the behavioral cases of the high school students and preparing lists of examinees who took up varied types of achievement test.
* Capable to work well under pressure, in extreme environmental conditions and for long working hours and

creative in preparing children’s activity and unique decorations related to the subject matter

***EDUCATIONAL QUALIFICATION:***

* + Highest Degree
    - **Post Graduate Degree** (Master of Education – Major inAdministration and *SupervisioD-graduated at Benguet State University, La Trinidad, Benguet, Philippines -2016.*
  + Second Highest Degree
    - Bachelor of Secondary Education- major in Guidance and Basic Psychology
* Secondary level- BenignoV.Aldana National High School – Pozorrubio,Pangasinan,Philippines
* Elementary level- Buneg, Pozorrubio, Pangasinan, Philippines
  + **Trainings and Seminars:**
    - **K to 12 Enhanced Basic Education Program (Grade 7 to Grade 10) conducted annually from May 2012 to May 2015- Baguio City, Philippines**
    - **Counseling Skills and Techniques –Benguet State University.La Trinidad, Benguet,Philippines**
    - **Detecting and Managing Behavioral Problems in the Regular Classroom Setting- Baguio City, Philippines**
    - Personality and Mental Health- Baguio City, Philippines
    - Others are attached in my PDS or Personal Data Sheets in Civil Service

Commission Sheets- Baguio City, Philippines

***PROFESSIONAL AFFILIATION / MEMBERSHIP***

***\* LakasIsipan ng Kabataan (LINK) Club Adviser -promoting mental health for youth***

***LANGUAGES KNOWN:***

***Expert:*** English, Tagalog,Ilocano

***Basic:*** Arabic

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| ***PERSONAL DETAILS:*** |  |  |
| ***Date of Birth:*** |  | 22thof September 1977 |
| ***Gender:*** |  | Female |
| ***Marital Status:*** |  | Separated |
| ***Nationality:*** |  | Filipino |
| ***Religion:*** |  | Christian |

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| ***SOFTWARE SKILLS:*** |  |
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| ***Publishing & Designing:*** | Microsoft Office (Word, Publisher) |
| ***Accounting:*** | Microsoft Excel, Lotus 123. |
| ***Presentations:*** | Microsoft Power Point,Video Maker Slide |
| ***Communication:*** | Internet Explorer, Netscape Communicator, Microsoft Outlook. |

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***EXTRA CURRICULAR ACTIVITIES:***

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| ***Additional Qualification:*** | Facilitated Physical Education Subject,Basic English for Grade 7,  Rhythmic Activities, Basic Psychology for Nursing students,Taught  Personality and Economics Subject for first year college. |
| ***Personal Skills:*** | Self-motivated & goal oriented. Quick learner, flexible in dealing and believe in collaborative learning,teamwork and self reliant learners. I am capable to perform multiple task. |
| ***Hobbies:*** | Singing. Dancing, Reading, Playing volleyball and  badminton,jogging |

***GEOGRAPHICAL LOCATION OF WORK:***

* + Philippines & UAE.

***CAREER HISTORY (REVERSE ORDER):***

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| **1. *Position:*** | **Kindergarten Teacher Assistant** |
| ***Company:*** | Ministry of Education |
| ***Period of Work:*** | **10thOctober 2017 till Present.**(will resign this last week August 2019) |
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***General Responsibilities:***

* ***To assist the children who will arrive from their home going to their respective classroom***
* To prepare snacks like dates, water, milk or laban for children to access throughout the day.
* To help the local teachers in morning assembly such as motivating them to sing the UAE national anthem and Islamic duaa' and Quaranrecitation
* Monitor the children in physical and cooperative play in the outdoor area
* Instructor in children’s exercise
* Read an English story related to subject matter.
* Arrange and keep children’s output in their file
* Support the classroom teacher in classroom management
* Decorate classroom in a conducive and artistic way related to the subject matter

Help Emerate teachers to provide children’s activity Such as visual aids, written outputAnd a and childrens collaboration

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| **2.** | ***Position:*** | **High School Teacher/Designate Guidance Counselor/College Instructor** |
|  | ***Company:*** | **Department of Education**  Philippines |
|  | ***Period of Work:*** | **June 2006 to October2017.** |
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***General Responsibilities:***

* 2006- College Instructor: 1.Taught Basic Psychology and Humanity Subject for nursing students

2. Handled and facilitated Physical Education (P.E )Subject

3. Taught Economics and Personality Development for Tourism

students

**. July 2007 to December 2017- A.)Junior High School Teacher:**

1. Taught basic English for grade students

2. Facilitated Physical Education and Health Subject

3.Provided remedial classes for students who were at risk of

Failing

4. Facilitated learning for high school students in values

Education

5. Helped the learners with special needs such as: learning

Difficulty and autism and hyper learners who enrolled in

Formal education

6. Provided strategies in differential learning applied to the

Learners with different needs in the classroom settings.

**B.) Designated Guidance Counselor (appended duty)**

1. Helped the school head in implementing the school rules

2. Referred the students with behavioral problems to seek

help from other stake holders such as: social welfare, church

and mental health institutions

3. Counselled the students with behavioral problems

4. Coordinated religious group for spiritual upliftment

5. Attended seminars,symposium, conferences and meetings

related on child protection policy, mental health,counseling

techniques, career examination and national achievement test.

6. Conducted conferences of the parents,teachers and advisers

regarding **learner’s development**

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***DECLARATION:***

I hereby declare that the information provided above is true and based on fact to the best of my knowledge & belief.

DIGNA