

# Experience

09/2008 to 07/2020

**Administrative Assistant, Reprographics Officer and School Storekeeper In charge - Dubai**

* In charge to handle the Classroom Assistant by assigning them at their respective classroom assignment.
* Arrange and monitor the bus attendants in terms of absences and bus duties.
* Coordinates with the employees and provide schedules for their annual medicals.
* Manage the School Store Room, which includes inventory of the school supplies, orders and disseminating resources to teachers and Admin.
* Collate orders from various teachers and distribute the same.
* Receive merchandise and count it physically and electronically in order to ensure accuracy of information
* Inspect the quality of the received products looking for damaged or wrong items and report discrepancies to the hierarchy.
* Collate orders from various class teachers and coordinate AO to inquire multiple vendors for quotations under the direct supervision of Admin Officers
* Supervise the Reprographics Area of the school.
* Support and assist various school programs which needed school resources, and acted to perform as school non- professional photographer.
* Arrange and coordinate school extra Activities.
* Draft, scan, print, photocopy, filing, fax, bind and other administrative support.
* Administer After School Rotating Activity schedules for CRA
* Other related jobs or task as maybe assigned by the Over All Manager

**EDWARD**

With 15 years of combine International and Local extensive experience in the Administration Department of Education Sectors. Bachelors Degree in A.B. Political Science. College Lecturer 1 at De La Salle Lipa Incorporated (Philippines) College Instructor at Philippine State College of Aeronautics and 12 years as Administrative Assistant , Reprographics Officer and School Storekeeper Incharge at Dubai International Academy, UAE.

**Applied Post:**

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**Phone: +971 504753686**

**E-Mail:** [**Edward-399225@2freemail.com**](mailto:Edward-399225@2freemail.com)

# Areas of Expertise

* **General Administration**
* **Teaching**
* **Teaching Support**
* **Legal Research**
* **Summarizing Legal Documents**

# Technical Skills

* **Microsoft Office 365**
* **Microsoft Outlook**
* **Web Browsing**
* **Excel**
* **MS Word**

# Other Skills

* **DL (PHILIPPINES)**
* **ACT Proctor**
* **SAT Proctor**

Rious school program

# Skill Highlights

* **Strong decision maker**
* **Complex problem solver**
* **Innovative**
* **Service-focused**
* **Reliable and Adaptable**
* **Proactive**
* **Teamwork**
* **Effective Communication**
* **Articulate**

# Personal Details

**Status: Married**

**DOB: 05-30-1974**

**Nationality: Filipino**

**Language: English & Tagalog**

**Status: Cancelled on Grace period**

# Education

**Bachelor of Arts in Political Science**

University of Batangas Philippines

June 1990 – March 1995

05/2006 to 03/2007

**College Instructor – Philippines College of Aeronautics, Philippines**

* Provide the highest quality of instruction towards the attainment of the goals of the University, the College, the Department and the Courses.
* Recognize individual needs of students and provide challenging learning opportunities for all the learners.
* Disseminate and imparts formal and informal discussions for student progress and development.
* Provides timely evaluation and feedbacks on students’ progress and compute grades.
* Support and promotes the vision and mission of the departments.

05/2005 to 03/2006

**College Lecturer 1 – De La Salle Lipa Incorporated, Philippines**

* Provide the highest quality of instruction towards the attainment of the goals of the University, the College, the Department and the Courses.
* Handles Social Science subjects such as Political Science, Humanities, and History.
* Prepares instructional materials for everyday lessons.
* Recognize individual needs of students and provide challenging learning opportunities for all the learners.
* Provides timely evaluation and feedbacks on students’ progress and compute grades.
* Attends meetings and programs of the department for application of curriculum and lessons development.

**Legal Assistant BB Constructions 2003-2005**

Working in a busy private constructions company and helping them with many tasks that are needed to build a collection case in a court of competent jurisdiction.

* Performing substantive legal work.
* Conducts legal research and provides legal support.
* Proofreading of documents including contracts, and agreements.
* Draft, scan, print, photocopy, filing, fax and compile.
* And other Legal and Admin support as maybe determined by the Legal Attorney.