

**ARLENE INASIS BELLO**

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**Objective**

To work in a stimulating environment wherein I could be help and an asset by fully utilizing my knowledge and skills to serve the firm.

**Work Experience*****Teaching Assistant******Emirates British Nursery******Dubai United Arab of Emirates******June 2013 – July 2015***

- Getting the classroom ready for lessons.
- Helping to plan lessons and prepare teaching materials.
- Helping teachers to plan learning activities and complete records.
- Supporting teachers in managing class behavior.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to the students.
- Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
- Listening to children read, reading to them or telling them stories.
- Helping children who need extra support to complete tasks.
- Supervising group activities.
- Looking after children who are upset or have had accidents.
- Clearing away materials and equipment after lessons.
- Helping with outings and sports events.

***Data Encoder***

***Gen. South Technologies Inc.***

***100 Satellite Rd. Tanay Rizal Philippines***

***April 2006 – January 2009***

- Prepared documents for data entry
- Entered data into designated database and forms
- Checked for error and performed statistical checks for accuracy
- Stored and managed completed documents
- Set up and maintained files according to company procedures.

***Pre School Teacher***

***Ilaya Elementary School***

***Tanay Rizal Philippines***

***June 2005 – March 2006***

- Prepared course outline suitable for teaching
- Developed lesson plans to meet the individual needs of the children
- Teach basic skills such as colour, shapes, numbers, letter recognition, personal hygiene and social skills
- Designed an effective room arrangement that supported the goals and developmental level of the children in the classroom
- Served meals and snack in accordance with nutritional guidelines
- Observed and evaluated children's performance, behavior, social development and physical health.

**Qualification and Skills**

- Proficient in the use of Microsoft application (Word, Excel, Power Point)
- Research application using internet
- Highly organized and systematic individual, able to effectively coordinate task to accomplish assignments
- Dedicated, hardworking individual with communication skills to work at all levels of organizations
- Fast learner, able to understand new concepts quickly
- Capable of handling multiple tasks simultaneously and can work in pressure hours
- With disciplined time management skills
- Communication skills in English & Tagalog (both oral & written)

### **Scholastic Record**

Tertiary : *Bachelor of Elementary Education* 2000-2004  
University Of Rizal System  
Morong Rizal Philippines

Vocational : *Computer Operation* June 2012-September 2012  
Manpower Advanced Studying in Technical Training Centre  
Tanay Rizal Philippines

Secondary : San Ildefonso College 1996-2000  
Tanay Rizal Philippines

### **Personal Data**

Citizenship : Filipino  
Date of Birth : 8<sup>th</sup> October 1983  
Place of Birth : Tanay Rizal Philippines  
Civil Status : Married  
Religion : Roman Catholic  
Visa Status : Husband Visa