

ALYSSA BAUTISTA

Professional Preschool and SEN Teacher/ TESOL Certificate Holder



CAREER OBJECTIVE

To build a long-term career as a teacher in an institution that offers opportunities for career growth, cutting-edge teaching technologies and allow me to use my strong passion in student development that will enable me to make a difference in the society.

Career Objective:

☎ (62) 082298723798

✉ missalyssabautista@gmail.com

➔ Sudirman Park
Apartment, Jakarta
Pusat, Indonesia

🕒 October 12, 1992

🕒 27 years old

🕒 Single

TEACHING EXPERIENCE

Preschool Teacher (June 2018- Present)

Mighty Minds Preschool – Jakarta, Indonesia 

- Provides creative lesson plans, themes and unique activities for the class for offline and online learning
- Delivers the class in a confident and creative manner
- Manages communications with parents
- Provides training to other teachers and assistant teachers
- Observes and writes a weekly and quarterly reports on individual children and conducts parent teacher conferences.

Kindergarten Teacher (June 2013 – May 2015)

Department of Education, City of Bacoor, Philippines 

- Developed lesson plans in line with curriculum objectives.
- Ensured a safe and environment for the children.
- Conducted assessment and recorded progress in accordance to the child's developmental tasks, and communicated with the parents in a timely manner

English Coordinator/ English Teacher (June 2015- June 2017)

Department of Education, City of Bacoor, Philippines

- Planned and implemented activities and special events in school
- Disseminated and received information related to English Language Development
- Conducted meetings with staff with regards to appropriate instructional techniques, organization of practices, through guidance and mentoring
- Identified program needs for the enhancement of English Language Program
- Created lesson plans/ modifications to answer children's individual needs

Profile

An experienced teacher who has an effective, positive, and flexible teaching style with the willingness to work beyond the comfort zone. Loves kids, and creates a fun learning environment conducive for learning.

NON-TEACHING RELATED WORK EXPERIENCE

Customer Service Representative -DirecTV, American direct broadcast satellite service provider based in El Segundo, California (June 2017-January 2018)

- Responsible in receiving and sorting incoming payments with attention to credibility, manage the status of accounts
- Ensured all clients remain informed on their outstanding debts and deadlines
- Provided solutions to any relative problems of clients, write thorough reports on billing activity with clear and reliable data.

Skills

Efficient ☆☆☆☆☆

Hardworking ☆☆☆☆☆

Flexibility ☆☆☆☆☆

Collaboration ☆☆☆☆☆

Critical thinking ☆☆☆☆☆

Organization and planning ☆☆☆☆☆

Creative ☆☆☆☆☆

EDUCATION

University of Perpetual Help System DALTA- Molino 2013

Bachelor of Elementary Education Major in Special Education

- Best in Practice Teaching 2013
- **News Editor**, The Perpetual Light 2011
- **President**, Filipino Christian Living Core Group 2011
- Silver Medalist, Dean's List 2012 and 2010

TEACHING ELIGIBILITY/ PROFESSIONAL LICENSE/ CERTIFICATE



LICENSURE EXAMINATION FOR TEACHERS (LET)

Manila, Philippines • September 29, 2013 • Rating: 86.4%



TESOL (TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES)

TESOL ASIA- Pampanga, Philippines • January 28, 2018



CIVIL SERVICE EXAMINATION- PROFESSIONAL LEVEL

Cavite, Philippines • MARCH 18, 2018

SEMINARS/ TRAININGS ATTENDED

INTRODUCTION TO COUNSELLING CHILDREN (CIPTA ALIANSI EDUKASI) - Jakarta, Indonesia	12/07/2019	12/07/2019
MONTESSORI SEMINAR (MONTESSORI HAUS ASIA) - Jakarta, Indonesia	15/07/2019	15/07/2019
CHILD CARE FIRST AID TRAINING (MEDIC ONE, AREMT) - Jakarta, Indonesia	19/01/2019	19/01/2019
REGIONAL TRAINING IN CAMPUS JOURNALISM CARAVAN - Cavite, Philippines	4/24/2017	4/26/2017
2016 DIVISION SCHOOLS PRESS CONFERENCE - Cavite, Philippines	10/6/2016	10/7/2016
INSERVICE TRAINING IN READING SKILLS - Cavite Philippines	9/28/2016	9/28/2016
DISTRICT TRAINING WORKSHOP ON CAMPUS JOURNALISM – Cavite, Philippines	9/20/2016	9/21/2016

AWARDS AND RECOGNITIONS RECEIVED

- **2nd Place-** Kindergarten Festival of Talents (Best in Storytelling) 2013
- **Guest Speaker- Feature Writing English-** District Training Workshop on Campus Journalism- 2016
- **Lecturer/ Guest Speaker** School Learning Action Cell for Elementary Teachers for the Implementation of K-12 Basic Education Program - 2016
- **6th Place** Photojournalism Elementary Level (English) - Coach 2016
- **1st Place-** Photojournalism (Division Training Workshop on Campus Journalism) - 2015
- **1st Place-** Feature Writing (Division Training Workshop on Campus Journalism) -2014

REFERENCES

Catherine O. Pascual, MAED SPED

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I hereby certify that all stated here are true and correct to the best of my knowledge and belief.

ALYSSA MARIE S. BAUTISTA