



# MELANIE E. SIMEON

B4 L29 Servants of Charity Pasong Tamo, Tandang Sora Avenue, Quezon City, Philippines

09453562583  melaniesimeon555@gmail.com

## I. PROFESSIONAL SUMMARY:

### EXPERIENCED SCHOOL PRINCIPAL/ADMINISTRATOR/COLLEGE INSTRUCTOR/TEACHER

Visionary Leader, Bridge Builder and Educator with a Doctorate Degree in Educational major in Educational Management coupled with 3 ½ years' experience supervising staff, securing resources, transforming school cultures, and implementing effective programs.

## II. SKILLS:

Team Management	Multi-Task Management	Verbal & Written Communication
Personnel Mentoring	Result Oriented	Computer Literate

## III. WORK EXPERIENCE:

### School Principal

Delfin M. Geraldez Elementary School (1,920 students) School Year: 2019 up to present  
Bahay Pare Elementary School (780 students) School Year: 2018-2019  
Longos Elementary School (520 students) School Year: 2017-2018

### College Instructor

Bestlink College of the Philippines (College of Teacher Education)  
School Year: 2019 up to present

### Classroom Teacher

Grade Five – English Teacher (2016-2017)  
Grade Four – Science Teacher (2015-2016)  
Grade Three – Teacher (2010-2014)  
Grade Two – Teacher (2004-2006)  
Grade One – Teacher (2004-2010)  
Kindergarten – Teacher (2002-2004)

## IV. PROFESSIONAL PROFILE

Doctor of Education Major in Educational Educational Management  
NEW ERA UNIVERSITY – October 12, 2013

Master of Arts in Education Major in Administration and Supervision  
Dr. Carlos S. Lanting College – May 19, 2008

Certificate in Pre-School Education  
PHILIPPINE NORMAL UNIVERSITY – October 16, 2004

Bachelor of Secondary Education Major in History  
NEW ERA UNIVERSITY – March 21, 2000

Two Year Computer Secretarial  
New Era College – March 30, 1995