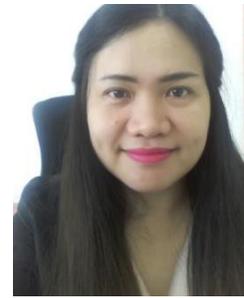


Liezel Garan Langit

Mobile No.: 050 339 2868, 058 234 4677

Email Address: jdaniel08@gmail.com

Address: Villa 8 Street 8, Al Ain, UAE



Personal Details

Nationality: Pilipino

Date of Birth: August 25, 1982

Marital Status: Single

Gender: Female

Religion: Iglesia Ni Cristo

Visa Status: Employment Visa

Passport No.: P5314877B

Place of Issue: PE – ABU DHABI

Date of Issue: 13JUL2020

Date of Expiry: 12JUL2030

Application Details

Desired Position: Teacher, Asst. Teacher, Receptionist, Secretary, Data Entry Clerk

Career Objective: Seeking for a career development and to be part of a fast growing institution or Multinational Company which effectively utilizes my professional experience and to serve best.

Work Experiences

Assistant Teacher
Primary Department – Grade 5
October 24, 2018 – present

Liwa International School for Girls
Al Bateen West, Al Ain
United Arab Emirates

Data Entry Operator
MTU Spare Parts – Power Division
July 20, 2018 – October 20, 2018

Al Masaood LLC
ICAD II, Musaffah
Abu Dhabi, United Arab Emirates

Receptionist, Data Entry Clerk
Administration Department
Data Management & Purchase Dept.
November 27, 2016 – July 5, 2018

Alam Group of Companies
Corporate Head Office
Mussaffah M44, 71895
Abu Dhabi, United Arab Emirates

Primary/Elementary Teacher
June 1, 2013 – March 30, 2016

Divine Grace School
Ilang – ilang St, Maligaya Park Subdivision
Quezon City, Philippines
Contact No.: 3694742
Email Add: divine_2k@yahoo.com

Nursery and Kindergarten teacher
May 2012 – March 30, 2013

Mary Martha Learning Center
Makabud St., Amparo Subdivision
Caloocan City, Philippines
Contact No.: 09994579815

Nursery and Kindergarten teacher
May 2011 – March 30, 2012

Upstreet Kids Schoolhouse
#13 Pontiac St., North Fairview
Quezon City, Philippines
Contact No.: 430 1733, 0927-716-8165

ASSISTANT TEACHER DUTIES

- Prepare resources at the request of the class teacher.
- Help the class teacher with creating wall displays, improving the learning environment and keeping the classroom neat and tidy.
- Help to manage the resources used in the classroom, such as reading books, text books, English and Math equipment.
- Undertake periodic whole class supervision for short periods of time in the absence of the class teacher.
- Cover in the event of absent Teaching Assistant colleagues where supply cover cannot be arranged.
- Register and monitor attendance of pupils if required by the class teacher.
- Take pupils to and from the playground and specialist lessons when directed.
- Assist pupils in specialist lessons where required, lunch time and assembly supervision duties.
- Support pupils during external visits.
- Check spelling booklets and weekly homework for core subjects only.
- Assist in the behavior management of the class and when on duty elsewhere.

TEACHER

- Plans and prepares lesson for classroom instruction on a weekly basis.
- Identifies needed resources and materials to meet the needs of individual students.
- Uses a variety of instructional strategies to meet varied student needs.
- Establishes and maintains standard instructions needed for an orderly and productive classroom environment.
- Identifies students who need support and extra help and works with them accordingly and regularly makes reports to coordinator about their progress.
- Monitors and records student's attendance, behavior pattern, assignments and any other responsibilities.
- Maintains accurate, complete records as required by Department of Education and school policies and procedures.
- Informs parents regarding student progress, the instructional program, and other school issues.
- Plans and presents parent-teacher meetings.

Trainings

- ✓ The Itsy Bitsy Spider – Phonics Strategies
October 20, 2018 at Collegiate American School, Dubai, UAE
- ✓ Health & Safety - Food Safety & Hygiene
October 2, 2016 at Edu Fun Nursery, Al Ain, UAE
- ✓ Child Protection Policy of Department of Education
June 6, 2014 at Divine Grace School - Novaliches, Quezon City

Educational Qualifications

Northern Christian College
Bachelor in Secondary Education major in
Mathematics Graduated year 2004

References available upon request