



RYAN S. BERDON, LPT

2478 Laray San Roque, Talisay City Cebu, Philippines 6045 / +639472325386 / rairai842000@yahoo.com

PROFESSIONAL SUMMARY

Present Age: 36
Date of Birth: October 8, 1984
Place of Birth: Lamac, Pinamungajan, Cebu Philippines
Marital (Civil) Status: Married
Nationality: Filipino
Profession: Licensed Professional Teacher

EMPLOYMENT HISTORY

July 3, 2019-Present College Professor (Southwestern University-Phinma)

Job Summary:

Design teaching materials to sustain student's interest in mathematics and other subjects and enforce classroom discipline.

Specific Duties:

1. Plans, develops and executes lessons that reflect the curriculum and the university's core educational standards.
2. Adapts mathematics curriculum for individual, small group, and remedial instruction to meet the needs of identified students or subgroups of students.
3. Evaluates the academic and social growth of students.

4. Evaluates student's progress and the ability to meet courses standards in mathematical knowledge and skills.
5. Establishes and maintains standards of student behaviour.
6. Plans and develops lesson plans and teaching outlines.
7. Employs a variety of methodologies in teaching and instructing pupils, including demonstrations, discussions, and lectures.
8. Utilizes educational equipment, such as materials, books, and other learning aids

June 2018 – March 2019

College Professor (University of San Jose Recoletos)

Job Summary:

Design teaching materials to sustain student's interest in mathematics and enforce classroom discipline.

Specific Duties:

1. Plans, develops and executes lessons that reflect the curriculum and the university's core educational standards.
2. Adapts mathematics curriculum for individual, small group, and remedial instruction to meet the needs of identified students or subgroups of students.
3. Evaluates the academic and social growth of students.
4. Evaluates student's progress and the ability to meet courses standards in mathematical knowledge and skills.
5. Establishes and maintains standards of student behaviour.
6. Plans and develops lesson plans and teaching outlines.
7. Employs a variety of methodologies in teaching and instructing pupils, including demonstrations, discussions, and lectures.
8. Utilizes educational equipment, such as materials, books, and other learning aids.

August 2016-May 18, 2018

Customer Care Representative (Qualfon Cebu Philippines)

Job Summary:

To provide outstanding customer support to a business's customers, making sure a one-call resolution outcome as much as possible.

Specific Duties:

1. Is responsible for answering calls from our clients in United States.
2. Making sure the customer is satisfied from our customer service and the products that the company is offering.
3. Providing outgoing calls when necessary.

4. Assists customers who have technical issues with their phones.
5. Educates customers on how to maintain their account active.
6. Obtains client information by answering telephone calls; interviewing clients; verifying information.
7. Determines eligibility by comparing client information to requirements.
8. Establishes policies by entering client information; confirming pricing.
9. Informs clients by explaining procedures; answering questions; providing information.
10. Maintains communication equipment by reporting problems.
11. Maintains and improves quality results by adhering to standards and guidelines; recommending improved procedures.
12. Updates job knowledge by studying new product descriptions; participating in educational opportunities.
13. Accomplishes sales and organization mission by completing related results as needed.

April 2015-May 2016

Private Care Assistant (UK Private Family)

Job Summary:

To provide support and supervision of an elderly man who is disabled and had a kidney problem.

Specific Duties:

1. Assists my patient during his haemo dialysis in the hospital 3 times a week.
2. Observes proper use of standing aide/hoist and transferring from his wheelchair.
3. Maintains positive working relationships with clients, client families, community providers and referral sources.
4. Assist with Toileting.
5. Skin care to maintain the health of the skin.
6. Range of motion and muscle strengthening exercises to maintain an optimal level of functioning.
7. Transfers and ambulation.
8. Bathing, grooming and hair washing necessary for personal hygiene.
9. Turning and position of the client.
10. Assistance with medication per doctor's direction.
11. Dressing or undressing of the client.
12. Assistance with eating, meal preparation and grocery shopping.
13. Accompanying to medical appointments.
14. Redirection, monitoring and observation that are integral part of a personal care plan.
15. Redirection and intervention for behavior, including observation and monitoring.

July 11, 2012-April 2015

Senior Care Officer (UK Forest Grange Care Home)

Job Summary:

To provide support and supervision of people with autism spectrum disorders (ASD) and learning disabilities, which enable them to enjoy a normal lifestyle both within their home and as a valued member of the outside community.

Specific Duties:

1. Responsible for supporting service users in all aspects of daily living (e.g. cooking, domestic, leisure, recreation, education, personal hygiene and appearance).
2. Accountable for supporting service users with involvement in all aspects of decision making with regards to their life, needs and to the daily running of the home in which they live.
3. Manage the service users own affairs as far as possible.
4. Maintain and pursue the cultural practices and religious beliefs of all service users.
5. Accompany service users and be actively involved in a range of community activities, accessing other specialist health care; leisure; education and social settings.
6. Provide general physical care, well-being and comfort of service users, including personal hygiene, ensuring privacy and dignity at all times.
7. Assist in the delivery of individualized care plans, which includes the administration of medication.
8. Promote the concept of socially valued lifestyles of people with ASD and learning disabilities.
9. Assist service users in maximizing personal choice.
10. To be aware that, when assisting service users in the community, personal judgments will need to be made regarding the safety of service users and the public.
11. To be aware that you will supporting and supervising service users who may be in highly aroused emotional states and during times their behaviors may be unpredictable, highly volatile and physically aggressive.
12. To be aware that when supporting service users, the worker may come into contact with body fluids, such as excreta, sputum, urine, blood and foul linen on a daily basis.
13. Responsible for compiling key worker reports and plans.
14. Working jointly with the service users, their family/advocates and other significant multi-disciplines in developing, implementing and reviewing care plans.
15. Supporting service users with purchases, security/cleanliness of their clothing and any equipment they use.
16. Escorting service users to appointments such as dental visits, G.P/hospital visits as per care plan requirement.
17. To promote a positive image towards people with ASD and learning difficulties.
18. To be pro-active in ensuring equality of service delivery regardless of race, culture, gender, ability/disability, sexuality.

October 1, 2011-July 8, 2012

Room Attendant (Birmingham UK Marriott Hotel)

Job Summary:

To clean and maintain the high standards of all guest's bedrooms on a day to day basis.

Specific Duties:

16. Ensures all bedrooms correspond with lists given, reporting any discrepancies immediately to housekeeper.
17. Removes all trays out of rooms.
18. Collects clean linen as and when required from storerooms.
19. Identifies reject linen and stores this separately to return to the linen room.
20. Completes one room at a time to the highest standard and in accordance with the room specification.
21. Understands the cleaning schedule and ensures the correct solvents/cleaning products are used at all times.
22. Cleans bathrooms to include basins, baths, toilets, mirrors, tiles and floors, etc.
23. Puts clean towels in bathroom, folded correctly.
24. Replenishes all toiletries as room specification.
25. Dusts all furniture, etc, in bedrooms.
26. Hoovers all bedrooms.
27. Hands immediately any lost property to the Assistant Housekeeper/Supervisor, noting time; place and date.
28. Reports all maintenance faults to Executive or Deputy Housekeeper.
29. Ensures all rooms are supplied with adequate stationary and hotel information as room specification.
30. Completes any mistakes given by the Supervisor/Executive Housekeeper, handing back in at the end of the shift.
31. Fully understands all fire and emergency evacuation procedures.
32. Observes company and Statutory Health and Safety Regulations.
33. Keeps uniform smart and clean at all times.
34. Attends departmental meetings, participating when appropriate.
35. Attends any training sessions as identified or requested by Head of Department.
36. To be fully trained and to understand COSHH/Health and Safety.
37. Carries out any other reasonable duties as may be requested from time to time within the scope of the job by the housekeeper, including supporting the public area and leisure club cleaning and linen room when requested.
38. Performs other related tasks as assigned by management.
39. Complies with Marriott International Hotels Limited Regional Office policies and procedures.

August 8, 2006-October 4, 2010

Indexer/Abstractor (Innodata Knowledge Services Inc)

Job Summary

To revise documents and compile indexes to make information searches easier.

Specific Duties:

1. Prepares indices for books and other scholarly publications.
2. Constructs a more concise summary of an article.
3. Reads material to define which items should be in index.
4. Analyzes the documents thoroughly.
5. Devises suitable terms to express the concepts of the article or what the documents contained.
6. Edits unnecessary words found in any paragraph of an article.
7. Attends monthly team meeting to discuss any errors of work.

April 24, 2006-June 30, 2006

Purchaser (Cebu Fil-Veneer Corp)

Job Summary

To keep the organization runs smoothly by guaranteeing that it has all of the supplies and inventory that it needs.

Specific Duties:

1. Is responsible for ordering supplies, inventory, equipment and services for all departments and divisions.
2. Secures the best price for all purchases without jeopardizing quality.
3. Generates and submits purchase orders in accordance with the company policies and procedures.
4. Confirms all orders and their subsequent delivery, including reconciling the shipments and damaged items.
5. Maintains a large database of vendors and contacts within the company.
6. Coordinates deliveries and shipments of all supplies and inventory with department managers.
7. Maintains files and records, answers phones, responds to callers and schedules meetings with vendors.
8. Maintains good relationship with the suppliers.
9. Ensures all raw materials are available when required.
10. Addresses outstanding purchase order report and progress orders.
11. Observes teamwork with the accounting staff and reports directly to the general manager.

EDUCATIONAL HISTORY

LEVEL	YEAR	SCHOOL	HONORS RECEIVED
PRIMARY	June 1992 -March 1998	Lamac Elementary School	<i>Third Honor</i>
SECONDARY	June 1998-March 2002	Lamac National High School	<i>Salutatorian (2nd)</i>
TERTIARY	June 2002- March 2006	Cebu Technological University	<i>Bachelor of Science in Mathematics</i>
POST-GRAD	June 2011-June 2012	UK College of Excellence	<i>Diploma in Healthcare Mngt. 7</i>
GRAD STUDIES	Ongoing	Cebu Normal Universit	<i>MS in Mathematics</i>