

MELCHOR DACANAY
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1417 Mount Manunggal St, Mandaue City, Philippines

OBJECTIVE

To obtain a position where my experience, skills, personality, and interest can be enhanced and which could be effectively utilized for further development and growth of the company/institution.

EDUCATION

BACHELOR OF ELEMENTARY EDUCATION

Jun 2010 - Mar 2014

SOUTHWESTERN UNIVERSITY • CEBU CITY

The Bachelor of Elementary Education (BEED) is a four-year degree program designed to prepare students to become primary school teachers. The program combines both theory and practice in order to teach students the necessary knowledge and skills a primary school teacher needs.

SKILLS

- Licensure Examination for Teachers Passer held on August 17, 2014 in Cebu City.
- Computer Literate (Microsoft Word, Powerpoint, and Excel).
- Communication Skills (both Oral and Written)
- Flexible
- Interpersonal Sensitivity
- Works with allotted time with less supervision
- Punctual, Dedicated, and Hardworking.

WORK EXPERIENCE

Administrative Staff/ESL Teacher

May 2015 - Present

IDEA English Svcs Inc. • Mandaue City

- Does the PAYROLL for Salary
- Helps with the academic reports and materials
- Facilitates bank withdrawals and transmittal
- Counts and Distributes salary

- Supervises classes whenever possible
- Helps with the curriculum building and implementation
- Makes vocabulary tests for special purposes
- Conducts classes

REFERENCE:

EURENA P. GERALLA
General Manager/Academic Director
0917 169 1606