

Maria Katrina E. Josef

Licensed Professional Teacher

In search for an honorable and reputable institution that offers challenging and motivating responsibilities for career advancement as well as in extending help in people in need.

Personal Information

Age: 25 Birthday: June 18, 1996 Place of birth: Pasig City
Citizenship: Filipino Civil Status: Single Religion: Roman Catholic
Height: 5'4 Weight: 49kg

Education

NATIONAL TEACHERS COLLEGE

Master of Education Major in English
2019- present
33 units earned

PAMANTASAN NG LUNGSOD NG PASIG

Bachelor of Secondary Education Major in English
2012-2016

DEE HWA LIONG ACADEMY

2012- Secondary

OUR LADY OF PERPETUAL HELP SCHOOL

2008- Elementary

Achievements

COLLEGE SERVICE AWARDEE- COLLEGE OF EDUCATION, PLP
BOBBY C. EUSEBIO SCHOLARSHIP PROGRAM (A.Y. 2013-2016)
DEAN'S LISTER (A.Y. 2014-2015, A.Y. 2015-2016)
PRESIDENT'S LISTER (A.Y. 2015-2016)

TEST OF ENGLISH FOR INTERNATIONAL COMMUNICATION (TOEIC)

TEST DATE: MARCH 17, 2016
SCORE: 895/990
SCALE: ADVANCED WORKING PROFICIENCY

LICENSURE EXAMINATION FOR TEACHERS (LET)

EXAM DATE: SEPTEMBER 25, 2016
GENERAL AVERAGE: 81.60

Organization

PHILIPPINE ASSOCIATION OF ENGLISH LANGUAGE, LINGUISTICS AND LITERATURE TEACHERS, INC.

Vice President for Business and International Relations
1183 San Pedro St., Cardona, Rizal, Philippines
Sec. Reg. No: CN201110481

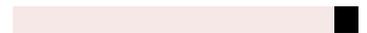


Contact

-  Old 27 C-1
Evangelista Avenue,
Santolan Pasig City
-  ma.katrinajosef@gmail.com
-  09082030526
-  Kat Josef

Skills

COMMUNICATIVE COMPETENCE



COMPUTER LITERATE



CREATIVITY



PASSIONATE, DEDICATED AND WILLING TO BE TRAINED



HARDWORKING, TRUSTWORTHY, FLEXIBLE AND EASY TO BE WITH



WILLING TO WORK AS A NON-TEACHING PERSONNEL



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Professional Experiences

Communication Arts Coordinator, PCC-SHS

June 2020 to Present

Justice Ramon Jabson St., Malinao R. Jabson Street, Pasig 1600, Metro Manila

- Monitors teachers' evaluations and performances regarding instruction and strategies in teaching.
- Conduct pop-in and formal observations.
- Allots budget for activities and materials and prepares budget plan for academic year.
- Checks academic budget, learning delivery matrices, long tests and practical examination guidelines and rubrics.
- Coordinates concerns to administrators and co-teachers.
- Prepares requests letters and other formal documents needed by the track, its faculty and students.

Faculty, PCC-SHS

June 2018 to March 2020

- Prepare and implement the syllabus of the subject in compliance with the existing curriculum guide of the Department of Education.
- Prepare instructional materials, create and evaluate quizzes and examination items, check and provide feedback for activities, assignments and performance tasks.
- Facilitates learning with various strategies and techniques which ensure mastery of content.
- Research panelist
- Handled various strands: ABM, TECH-VOC, STEM, Arts and Design, HUMSS
- Subjects handled: Oral Communication, 21st Century Literature in the Philippines and the World, Trends, Networks and Critical Thinking Skills in the 21st Century, Inquiries, Investigation and Immersion, English for Academic and Professional Purposes

Office-based ESL Teacher, LSP EDU Philippines

April 2016 to May 2018

- Handled university students of different majors in Sangmyung University and Women's University in South Korea, teaching took place online.
- Made materials to be used in classes.
- Trains newly hired teachers.

Sales Clerk, Trippy Dyes and Dyeables PH

June 2020 to present

- Teach customers how to use tie dye materials and the different processes in tie-dyeing.
- Sells dyes, dye materials and tie-dye shirts.
- Navigates and process orders through online shopping applications.



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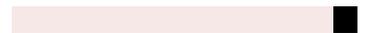
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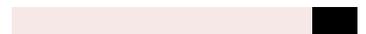
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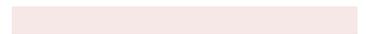
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Room Examiner, National Achievement Test

September 25, 2018, Nagpayong High School, Pasig City

Social Media Manager/Model, Sweet Mhafey Clothing

October 2021 to present

- Posting of products via Facebook and Instagram.
- Model products.
- Basic Canva editing for postings.

Freelance Content Writer

November 2021 to present

- Creating blogs for different topics depending on the client needs.
- Did write blogs for Onsite Storage Solutions and BBQ Gril Outlet- California Based.

Conferences and Trainings

Trainer, PCC-SHS

Hamaka Pilipinas (Hampil Ink.)

Creative Writing and Speech Conference for Teachers and Contest for Junior and Senior High School Students

University Conference Center, Far eastern University, Manila

October 11-13, 2018

Participant

1st PhilTesol: An International Conference in Teaching and Learning English as a Second/Foreign Language in an Outcome-Based Design

Institute of Social Order (ISO), Ateneo de Manila University, Quezon City

December 2-4, 2016

Demo Teacher

5th Pisay Teach Seminar-Training Workshop 2015

Philippine Science High School- Main Campus

Agham Road, Diliman, Quezon City

November 2-6, 2015

Character References

Mrs. Eva Christine SJ. Nazareth

Administrative Officer II, OGS-Asset Management Division

Pasig City Government

0919-481-5131; ecsjnazareth@gmail.com

Mrs. Jeanne Diwata- De Villa

Marketing Director, Onsite Storage Solutions

Owner, Trippy Dyes and Dyeables Ph

0906-264-9881; jeannediwata@gmail.com



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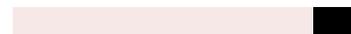
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