



MARIA LEONORA G. CHENG

Work Experience

Department of Education (Philippines)

- Kindergarten and Grade School Teacher (2002-present)
 - Created and implemented lesson plans according to state curriculum guidelines.
 - Instruct students individually and in groups, adapting teaching methods to meet students' varying needs and interests.
 - Diagnoses and evaluates learner's performance.
 - Keeps and maintains records of every pupil.
 - Supervising children during lessons, meal time, and on the playground.
 - Monitors children's improvements
 - Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.

Allan Tee (Singapore-Employer)

- Nanny/Housekeeper (1994-1996)
 - bathed baby and supervised baths of older children
 - dressed children appropriate to the child's activities
 - washed and ironed clothes
 - prepared meals and snacks for the family
 - transported children to school and other activities
 - helped with homework
 - did housework and ran errands

Education

Master of Arts Major In Educational Management
Luna Colleges Inc. Pangasinan, Philippines
2019

Bachelor of Elementary Education
Dagupan Colleges Foundation, Pangasinan, Philippines
2001

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Skills

- Organized
- Ability to Multitask
- Patient
- Reliable
- Detail-oriented
- Empathetic
- Communication skills

Certificates

- Elementary Education
- Child-Centered
Comprehensive School
Safety Training for
Teachers
- Division-Wide First Aid
and Basic Life Support
Training
- Division Training on
Disaster Risk Reduction
Management