

# SHELLAH MAE P. DAPITAN-ROJAS

## Educational Counselor/Teacher

---

A dynamic and motivated worker with a progressive experience as a counselor, teacher, church worker, and support staff. Adept in communicating and developing relationships with people.

---

## WORK EXPERIENCE

### GUIDANCE SERVICES SPECIALIST

*Pamantasan ng Lungsod ng Valenzuela | Jan 2022 - present*

- Oversee the Guidance and Counseling Center; monitor and evaluate guidance counselors;
- Create a guidance program for the academic community including students and personnel;
- Collaborate with stakeholders in the evaluation and monitoring of programs and services;
- Handle individual and group counseling for students and personnel;

### GUIDANCE COUNSELOR

*Pamantasan ng Lungsod ng Valenzuela | Jan 2019 - Dec 2021*

- Conduct individual and group counseling
- Design activities and programs for students and personnel for mental health awareness and management
- Monitor students and assist students towards academic, social, and personal growth

### ASSISTANT PASTOR FOR TEENS

*Pilar Village Gospel Church | June 2016 - Apr 2018*

- Design and teach Sunday school lessons to teens ages 10-16
- Design programs for teens and youth including adults
- Coordinate weekly chapel service for students and staff
- Handle Bible Study Group for parents

### PREPARATORY TEACHER

*Matina Alliance Pre-School, Inc. | June 2013 - Mar 2016*

- Create and manage an environment conducive to learning;
  - Plan and prepare lessons, ensuring depth and balance in all subjects;
  - Plan opportunities to develop the pupils' spiritual, social, emotional and cultural life
  - Organize and manage groups or individual pupils according to learning needs; and
  - Involve in decision making on the preparation of programs, teaching methods, etc.
- 

## PERSONAL PROFILE

### CONTACT

 +63 968 310 2995

 lalahdapitan@gmail.com

 Valenzuela City, Metro Manila, Philippines 1441

### PROFESSIONAL CERTIFICATION

Registered Guidance Counselor

Licensed Professional Teacher

Civil Services Examination Passer (Professional)

### PERSONAL SKILLS

Counseling

Adaptability

Communication

Curriculum Development

Microsoft Literate

Internet Savvy

Differentiated Instructions

### EDUCATION

#### MASTER OF ARTS IN CHRISTIAN COUNSELING

*Alliance Graduate School | 2014 - 2016*

#### BACHELOR IN ELEMENTARY EDUCATION MAJOR IN PRESCHOOL EDUCATION

*Ebenezer Bible College and Seminary | 2009 - 2013*