

JELINE H. PAGDON SOLAN

L I C E N S E D S E C O N D A R Y T E A C H E R
C O U R S E D E S I G N E R & T R A I N E R

CONTACT INFO

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MY SKILLS

Communication Skills



Fast Learner



Ability to Work Under Pressure



Ability to Multitask



Computer Skills



Applications

Microsoft Office Suite, Google Workspace
for Education, Adobe Suite



Programming and Web Dev

C Language, C++, HTML5, CSS3, JS, API,
GitHub, VS Code



PROFILE

- 8 Years of Teaching Experience in Educational Technology
- Adept in handling diverse students in mainstream and ESL classrooms
- Above-average communication skills; with strong English language comprehension, written and oral
- Highly motivated; can work well under pressure, and a great team player
- Wide exposure and experience to professional trainings and workshops, local and international
- Good public speaking skills and strong presentation delivery abilities
- Great academic record
- Experienced in creating online learning contents and modules
- With Test of English as a Foreign Language (TOEFL) certification
- Academically assessed by World Education Services

EMPLOYMENT HISTORY

Middle School Teacher, Club Coordinator, VOLT Las Piñas City
(Virtual Online Learning and Teaching) Trainer

Southville International School and Colleges

March 2017 - Present

Accreditations: ISO 9001-2015 Certified, IB World School - Geneva, Switzerland, Investor's in People Gold- IIP UK, Western Association of Schools and Colleges- WASC USA

- Handling Grade 6 -9 students, ESL students, Homeroom Adviser for consecutive years
- Working with an average of 30 students per class, with different nationalities, learning styles and learning disabilities
- Facilitating innovative learning experiences and interactive hands-on learning
- Adept in various computer technologies - MS Office, LMS, Presentation software, Web Dev Tools , 3D Modeling
- Achieving and maintaining high standards of care and international quality education
- Reviewing, evaluating and planning teaching materials and outlines
- Handling extra-curricular students' organization
- Training teachers, conducting workshops, spearheaded the process of monitoring students progress online
- Designing institutional publications and bulletins

Senior High School Teacher, Centro Escolar Las Piñas

Las Piñas City

Jun 2016 - Apr 2017

Accreditations:ISO 9001-2008 Certified, Full Autonomy Status, Proficiency in Quality Management System, PAPAL Award for the Church and the Pope

- Handled Grade 11 students from STEM and ABM strands
- Worked with an average of 40 students per class
- Taught within the designated subject areas – Empowerment Technologies, Media and Information Literacy
- Achieved and maintained high standards of care and education
- Kept records of pupil behavior, completing pupil notes following up any incidents, establishing strong parent-teacher communication

Computer Teacher, Creative Middle School

City of San Pedro

Jun 2013 - Mar 2016

- Handled students from Grade 2 to Grade 10, mainstream classrooms
- Taught Software Applications, Programming Languages, Web Development Technologies
- Provided assistance and support to the administration office in project planning, documenting, and execution of stated goals and objectives
- Assisted the Head Teacher with daily tasks and special projects as needed
- Provided audio visual support to every school-activities and special events
- Participated in marketing & community events for the school

Service Crew, McDonald's

Muntinlupa City

Mar 2011 - Dec 2011

- Served the customer in accurate and fast manners
- Trained regarding the correct use of equipment such as assembling and disassembling
- Delivered accurate, friendly, and fast customer service
- Adhered to performance standards of the restaurant for the crew station according to directions of the manager

EDUCATION HISTORY

Master of Arts in Industrial Education 2018-2020

Technological University of the Philippines

- Major in Educational Technology

Certificate in Teaching Program 2015-2016

Philippine Normal University

- Professional Licensure Examination for Teachers

Bachelor of Science in Information Technology 2009-2013

AMA Computer College Las Piñas

- Graduated Cum Laude
- Consisted Dean's Lister

I hereby certify to the correctness of the above information to the best knowledge and belief.

December 5, 2022

Dear Sir/Madam:

I am writing to express my interest in applying for the position of Instructional/Graphical E-Learning Designer in your respective firm, as posted on Glassdoor. Currently, I work as a licensed Secondary Teacher in Southville International School and Colleges in Metro Manila, Philippines. I graduated Cum Laude at AMA Computer College in 2013, and has been teaching for 10 years in both primary and secondary levels. I am also a course designer, facilitator, and club moderator. With my decisive skills, great international experience, and strong dedication to deliver quality education and customer satisfaction, I can truly say that I am prepared to become an immediate member of your company.

The following are highlights of my skills and accomplishments:

- Licensed Professional Teacher in Philippines since 2016
- Awarded as an ACE teacher for consecutive years
- Received an award for building a special project that streamlined the institutional process of monitoring students' progress
- Currently a Secondary Teacher, Homeroom Adviser, Club Moderator, and Virtual Online Teaching Trainer in Southville International School and Colleges – accredited by Western Association of Schools and Colleges
- Handling diverse students – nationality, learning styles, with learning disabilities, ESL students
- Has great experience and training in handling organizational matters with customers, colleagues, students, and parents
- Proficient in using a variety of computer applications and other emerging technologies
- Adept at creating and delivering electronic presentations and activities which engage students in a healthy, fun, and learning class discussion
- Has trained teachers and students in various learning events
- Trained in managing and overseeing operations, tasks, and concerns
- Academically assessed by World Education Services

With my strong edge and exceptional organizational skills, combined with my ability to work well under pressure, and capability to adapt on fast-paced environment, I believe I will immediately make a noticeable impact on your company standards. Thank you for reviewing my letter.

Sincerely,



Jeline H. Pagdonsolan