

RACHEL G. SULAT

PROFESSIONAL SUMMARY

Passionate Teacher with experience developing and implementing diverse curriculums covering wide range of subjects. Highly skilled at motivating students through positive encouragement and reinforcement of concepts via interactive classroom instruction and observation. Successful in helping students develop strong literacy, numeracy, social and learning skills. Compassionate, creative and effective Teacher with valuable experience in classroom administration, professional development and project planning. Equipped with extensive background in versatile education environments. Competent at performing independently or as member of teaching team. Well-versed in classroom and online technologies.

WORK HISTORY

Public School Teacher | Department of Education-Cebu City Division

Cebu City, Region VII - CEBU - February 2012 – Current

- Communicated frequently with parents, students, and faculty to provide feedback and discuss instructional strategies.
- Reviewed curriculum and devised alternate approaches to presenting lessons to increase student understanding.
- Encouraged creative thinking and motivated students by addressing individual strengths and weaknesses based on standardized testing results.
- Completed daily reports, meal count sheets and attendance logs.
- Fostered team collaboration between students through group projects.
- Implemented creative ways to foster curiosity for complex principles through hands-on learning and planned activities.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Incorporated multiple types of teaching strategies into classroom.
- Enhanced student knowledge of technology by integrating various web-based applications for research and assignments.
- Held conferences with parents to address questions, discuss academic progress and encourage learning goals.
- Graded and evaluated student assignments, papers and course work.
- Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives.

Contractual Teacher | Cebu City School Board

Cebu City, Region VII - CEBU - June 2009 - February 2012

- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Used critical thinking to break down problems, evaluate solutions and make decisions.



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SKILLS

- Student-centered learning
- Classroom Management
- Child Development
- Student records management
- Student Engagement
- Test Proctoring
- Testing and grading
- Differentiated instruction
- Experiential Learning
- Lesson Planning
- Secondary Education
- Elementary Education

- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Prepared a variety of different written communications, reports and documents to ensure smooth operations.
- Improved operations through consistent hard work and dedication.

English as a Second Language (ESL) Teacher | Jimmy Kim English Tutorial Incorporated

Cebu City, Region VII - CEBU - May 2007 - April 2009

- Developed activities and integrated technology to diversify instruction.
- Increased ESL students' reading levels by integrating online word games and altering lesson plans for students needing extra guidance.
- Educated students in basics of English grammar and conversational speaking.
- Developed and taught ESL curriculum to improve students' conversational abilities.
- Collaborated with teachers and department heads to meet quarterly and yearly educational goals.
- Emphasized critical thinking through small group activities.
- Created new lesson plans based on course objectives.
- Improved instruction methods by using various assessment tools and strategies.
- Designed seasonal programs emphasizing vocabulary, pronunciation and reading comprehension.
- Conducted group lectures and small-group instruction to teach and reinforce concepts.

Merchandiser | Feeder Apparel Inc.

Lapu-Lapu City, Region VII - CEBU - June 2006 - March 2007

- Planned and coordinated product availability for advertising and promotion purposes.
- Organized on-site trainings to educate management and sales staff on benefits and care of product lines.
- Answered customer questions regarding store merchandise, department information and pricing.
- Inspected merchandise for quality and arranged proper display location on floor.
- Removed damaged, out-of-code, not-in-set and discontinued items from displays.
- Educated employees on new merchandise during seasonal workshops.
- Developed partnerships with internal groups such as packaging, visual and e-commerce.

EDUCATION

MASTER'S DEGREE - CAR - Oct 2012 - Jun 2018

CEBU TECHNOLOGICAL UNIVERSITY | CEBU CITY

SUPERVISION AND ADMINISTRATION

Oct 2012 - Jun 2018

Bachelor of Secondary Education - Jun 2002 - Mar 2006

CEBU TECHNOLOGICAL UNIVERSITY | CEBU CITY

BACHELOR OF SECONDARY EDUCATION

Jun 2002 - Mar 2006

High School Diploma - Jun 1998 - Mar 2002

UNIVERSITY OF THE VISAYAS-PARDO BRANCH | PARDO CEBU CITY

Jun 1998 - Mar 2002

ACCOMPLISHMENTS

- ESL Literacy - Increased ESL students' reading levels by integrating online word games and altering lesson plans for students needing extra guidance.
- Technology Integration - Participated in technology training courses and trained colleagues in new technology concepts and practices applicable for the classroom.
- Data Organization - Organized scores of over 80 students into online database for parents' immediate access.
- Targeted Development - Met with parents and guardians to discuss children's progress and to determine priorities and resource needs.
- Interactive Learning - Introduced and encouraged debate-style classroom setting to increase student active participation and critical thinking.
- Student Progress Conferences - Conducted conferences with parents, administrators, testing specialists and social workers to discuss educational plans designed to promote students' educational/social development.

CERTIFICATIONS

- **CERTIFICATE OF COMPLETION** – ENGLISH 101 TRAINING COURSE FEBRUARY 2023
- **CERTIFICATE OF COMPLETION** – TEACHING ENGLISH AS A FOREIGN LANGUAGE FEBRUARY 2023
- **CERTIFICATE OF COMPLETION** – TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGE FEBRUARY 2023
- **CERTIFICATE OF COMPLETION** –TEACHING ENGLISH AS A SECOND LANGUAGE FEBRUARY 2023
- **CERTIFICATE OF COMPLETION** – TEACHING ENGLISH TO YOUNG LEARNERS FEBRUARY 2023
- **CERTIFICATE OF COMPLETION** – SPECIAL EDUCATIONAL NEEDS COURSE DECEMBER 2022
- **NATIONAL CERTIFICATE II** - COMPUTER SYSTEMS SERVICING 12/10/2016-12/09/2021
- **CERTIFICATE OF RECOGNITION** as DEMONSTRATOR during “PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE - LEARNING MANAGEMENT SYSTEM VIRTUAL ORIENTATION” 08/18/2021
- **CERTIFICATE OF RECOGNITION** as SPEAKER/FACILITATOR during “PHILIPPINE NATIONAL PUBLIC KEY INFRASTRUCTURE - LEARNING MANAGEMENT SYSTEM VIRTUAL ORIENTATION” 08/18/2021
- **CERTIFICATE OF RECOGNITION** as SPEAKER/FACILITATOR during “DVRMNH: LEARNING MANAGEMENT SYSTEM ONLINE ORIENTATION” 03/13/2021
- **CERTIFICATE OF COMPLETION** – PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION, INC. “COUNSELING INTERVENTIONS IN THE MANAGEMENT OF MENTAL HEALTH ISSUES” 08/18/2020
- **CERTIFICATE OF COMPLETION** – PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION, INC. “POSITIVE PSYCHOLOGY AS A TOOL FOR ADDRESSING COVID -19 – RELATED MENTAL HEALTH HAZARDS” 08/14/2020
- **CERTIFICATE OF COMPLETION** – PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION, INC. “UTILIZING TECHNOLOGY IN THE DELIVERY OF VIRTUAL GUIDANCE AND COUNSELING SERVICES” 08/12/2020
- **CERTIFICATE OF PARTICIPATION** – TRAINING OF TEACHERS ON OFFICE 365 AND INTERACTIVE APPLICATIONS FOR ONLINE LEARNING 07/17-24/2020
- **CERTIFICATE OF COMPLETION** – PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION, INC. “HELPING THE HELPER” 07/24/2020
- **CERTIFICATE OF COMPLETION** – PHILIPPINE GUIDANCE & COUNSELING ASSOCIATION, INC. “BECOMING RELEVANT: ISSUES & CHALLENGES OF GUIDANCE COUNSELORS” 06/23/2020
- **CERTIFICATE OF PARTICIPATION** MID-YEAR IN-SERVICE TRAINING FOR TEACHERS 10/21-25/2021

- **CERTIFICATE OF PARTICIPATION** – DEPED PARTNERSHIP DATABASE SYSTEM ORIENTATION/IMPLEMENTATION WORKSHOP 10/03/2019
- **CERTIFICATE OF COMPLETION** – MEDIA ARTS SPECIALIZING IN FILMMAKING 11/27-29/2018
- **CERTIFICATE OF PARTICIPATION** – SANAYGURO (NATIONAL TEACHER'S TRAINING ON ARTS & CULTURE 10/22-26/2018
- **CERTIFICATE OF RECOGNITION** as COACH – DIVISION FESTIVAL OF TALENTS 11/24/2018
- **CERTIFICATE OF RECOGNITION** – 1ST PLACE WINNER in SINELIKSIK – DIVISION FESTIVAL OF TALENTS 11/24/2018
- **CERTIFICATE OF RECOGNITION** – as RESOURCE SPEAKER ON TIME MANAGEMENT FOR STUDENTS 09/20/2018
- **CERTIFICATE OF PARTICIPATION** – WEBSITE DEVELOPMENT AND DATABASE MANAGEMENT 04/23-25/2018
- **CERTIFICATE OF COMPLETION** – CCTV DESIGN & INSTALLATION AND FIBER OPTICS 101 01/29-31/2018
- **CERTIFICATE OF COMPLETION** – TRAINING OF TRAINERS 06/28-30/2017
- **CERTIFICATE OF PARTICIPATION** – SKILLS ENHANCEMENT TRAINING IN COMPUTER SYSTEMS SERVICING NC II 09/12-16/2016
- **CERTIFICATE OF RECOGNITION** as DEMONSTRATION TEACHER – IN-SERVICE TRAINING FOR TEACHERS 10/26-30/2015

INTERESTS

- GADGETS
- COMPUTERS
- TECHNOLOGY

LANGUAGES

Bilingual or Proficient