

# LLOYD B. ALENTON

+1 520 632 2036

202 W Pima St. Gila Bend

lloyd.alenton@deped.gov.ph

Arizona, USA 85337

## CAREER SUMMARY

More than a decade in school serving the clients and stakeholders with friendly and clean workplace environment. Provides excellent customer service in a fast-paced environment with tight deadlines. Can work independently with high attention to detail and a sense of urgency. Maintains flexibility in varied situation, can learn fast in a given learning opportunity and a team player.

## SKILLS

- Reliable assistant the Senior Education Program Specialist for 4 years.
- Knowledgeable in basic Microsoft applications - MS Word, MS PowerPoint and MS Excel
- Trained for data management compliance and quality customer care satisfaction.
- Capable of answering telephone and relay telephone calls and messages
- Type and proofread correspondence forms and other documents.

## RELEVANT EXPERIENCE

### Education Program Specialist

Department of Education Carcar City Division | Cebu, Philippines • April 2018 - August 2022

- Assisted the Supervisor in administering 49 schools of the division.
- Developed management and data system for easier access to data and information.
- Monitored programs and projects of the schools.

## WORK EXPERIENCE

### High School Social Studies Teacher

Gila Bend Unified School District | Arizona, USA • August 2022 - Present

- Develop lesson plans and execute unit tests and perform system testing to ensure learning quality.
- Conduct parent teacher conference.
- Cleaning the classroom and sweeping the floor every after class.

### Senior High School Social Studies Teacher

Can-asujan National High School | Cebu, Philippines • June 2016–April 2018

- Planned and executed classroom assignments and activities to encourage intellectual curiosity and exploration.
- Communicated with parents and students to assess student needs and encourage progress.
- Cleaning the classroom and sweeping the floor every after class.

### Junior High School Social Studies Teacher

Gelacio C Babao Sr Memorial National High School | Cebu, Philippines • June 2013–June 2016

- *Diversified instruction with traditional, modern and technology-based approaches.*
- *Maintained required records for student attendance, evaluations, and disciplinary actions, aligned with school board or Department of Education requirements.*
- *Cleaning the classroom and sweeping the floor every after class.*

## EDUCATION

### Cebu Normal University

Cebu City, Philippines

### Bachelor in Secondary Education- Social Studies

March 2002