

Shiela Mae Reyes Ocon

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Present Address:
Purok 4 Peñano St. Calinan, davao city 8018, Davao del Sur,
Philippines

Permanent Address:
P1A Riverside, Calinan, Davao City 8000, Davao del Sur,
Philippines

Basic Information

Age 37	Birth Date Apr 03, 1986	Gender Female	Civil Status Married
Height (cm) 135	Weight (kg) 60	Nationality Filipino	Religion Christianity - Catholic

Work Experience

I have been working for 7.37 years

Aug 2017 - PRESENT
(5 Years, 8 Months)

Teacher
Department of Education
Education & Training Services
Davao city

I am an elementary teacher. My focus is to hone and mold my pupils to be a better children. I am inculcating them knowledge that could uplift and motivate them.

Jul 2014 - Oct 2014
(4 Months, 6 Hours)

On the job trainee
Greater RJ Homes and Appliance Center
Retail / Merchandise
Davao City

as a trainee, we are taught how to interact with our clients. it is also our task to assist our mentor and make sure that we can easily adapt or understand what she has been telling us. as an intern, we are taught how to deal with our respective assignment and fully aware of what we are doing.

Oct 2011 - Apr 2012
(6 Months, 4 Weeks)

Office Clerk/Cashier

Balanced And United Service Credit Cooperative
Banking and Financial Services
Calinan, Davao City

My job is make my daily reports of the cooperatives' profit. i am also the one who will assist the applicants and members. it is part of my duty to make sure that their needs will be properly accomodated.

May 2009 - Jan 2010
(9 Months, 1 Day)

IT Staff

Dynatech Outsource, Inc
Call Center / IT-Enabled Services / BPO
Davao City

i am part of the IT staff wherein we trouble shoot problems of the computer but my main task is to encode reports and answer inbound calls.

Educational Attainment

Jun 2012 - Oct 2014

Holy Cross College Of Calinan

Bachelor's / College Degree
bachelor of arts

Jan 2016 - Apr 2023

Rizal Memorial College

Post Graduate Diploma / Master's Degree
Masters in Teaching English

Licenses / Certifications

Sep 05, 2016

Professional Regulatory Commission

1475522

Oct 27, 2015

Bread and Pastry Production

15112402039199

Trainings / Seminars

Aug 04, 2015 - Oct 27, 2015

Bread and pastry production NC II

TESDA
Pomona Tech-Voc

Skills

costumer handling skills | ms office application | communication skills |
creative writing | compu

Languages

filipino | english

Character References

Maricar Pinat

Acting Chief Accountant

Department Of Public Works And Highways

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Mrs Rolita Arguilla

Dean Of College

Holy Cross College Of Calinan

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