

# MADONA BELLODO

PUROK 3 DALLANGAYAN OESTE CITY OF SAN FERNANDO, LA UNION- PHILIPPINES

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Focused and dedicated primary school educator with 13 years of experience. Passionate about educating children ages 5 to 10 using various activities and organizational tools. Expert in developing lesson plans, creating custom class materials assigning classwork and grading tests.

## PROFESSIONAL LICENSES/ CERTIFICATIONS

FEBRUARY 16, 2005- PRESENT

**PROFESSIONAL TEACHER**, PROFESSIONAL REGULATION COMMISSION

LICENSURE EXAMINATION FOR TEACHERS RATING: 83.4 %

## EXPERIENCE

JUNE 4, 2012 – PRESENT

**ELEMENTARY SCHOOL TEACHER**, DEPARTMENT OF EDUCATION

- Created and presented clever lessons to engage students and focus on core subjects necessary for personal and academic growth.
- Fostered student curiosity and interest in learning through hands-on activities.
- Developed problem-solving and critical-thinking skills by presenting challenges to boost self-esteem and performance.
- Established open communication and positive relationships with students, parents, peers and administrative staff.
- Prepared and administered grade-specific tests and examinations regulated by school district to monitor students' growth and to report progress to parents.
- Maintained knowledge of school curricula, standards and policies to correctly prepare students for higher grade levels.
- Administered various reading tests and determined student reading levels based on assessment findings.
- Maintained student portfolios to monitor learning progress and completion of work required for promotion to next grade level.
- Created lesson plans to correlate with state curriculum standards and devised educational programs to meet educational objectives.
- Directed class discussions to spark conversation about key concepts, complex problems and overarching themes.
- Met with parents to review Individualized Education Plans for at-risk students.
- Designed and presented lesson plans in one or more academic subjects using variety of teaching techniques to appeal to various learning styles within assigned grade level.
- Reinforced positive behavior by encouraging efforts through affirmation statements and praising accomplishments.

JULY 01, 2011 – MAY 31, 2012

**ELEMENTARY SCHOOL TEACHER**, PROVINCIAL SCHOOL BOARD

- Used learning stations to incorporate colors, shapes and textures to help students develop communication skills and build relationships.
- Created and presented clever lessons to engage students and focus on core subjects necessary for personal and academic growth.

- Developed problem-solving and critical-thinking skills by presenting challenges to boost self-esteem and performance.
- Established open communication and positive relationships with students, parents, peers and administrative staff.
- Prepared and administered grade-specific tests and examinations regulated by school district to monitor students' growth and to report progress to parents.
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**SEPTEMBER 06, 2010 – APRIL 26, 2011**

**ENGLISH PROFICIENCY CONSULTANT, BLUE & BEYOND**

- Taught English to international students (Koreans) using online video chat platform and other delivery channels
- Worked flexible hours across night, weekend and holiday shifts.
- Maintained excellent attendance record, consistently arriving to work on time.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Used Microsoft Word and other software tools to create documents and other communications.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Demonstrated respect, friendliness and willingness to help wherever needed.

**APRIL 01, 2009 – SEPTEMBER 03, 2010**

**PRESCHOOL TEACHER, FOUNTAINHEAD MONTESSORI**

- Educated students in foundational concepts such as shapes, numbers and letters.
- Applied play-based strategies to provide diverse approaches to learning.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Promoted sensory development by providing access to different textures.
- Allowed for ample outdoor discovery time in schedule each day.
- Identified signs of emotional and developmental problems in children and reported to parents.
- Organized and facilitated monthly parent support group meetings.
- Established positive communication with parents in daily conversation and formal conferences.
- Assisted and supervised 20 children through entire school day.
- Gave one-on-one attention to children while maintaining overall focus on entire group.
- Maintained organized, fun and interactive classroom to help children feel safe.

**JUNE 9, 2008 – MARCH 31, 2009**

**PRESCHOOL TEACHER, HEADSTART PLAY & LEARN MONTESSORI**

- Educated students in foundational concepts such as shapes, numbers and letters.
- Applied play-based strategies to provide diverse approaches to learning.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Promoted sensory development by providing access to different textures.
- Identified signs of emotional and developmental problems in children and reported to parents.
- Established positive communication with parents in daily conversation and formal conferences.
- Organized and facilitated monthly parent support group meetings.
- Observed children to identify individuals in need of additional support and developed strategies to improve assistance.
- Gave one-on-one attention to children while maintaining overall focus on entire group.
- Maintained organized, fun and interactive classroom to help children feel safe.
- Addressed behavioral and learning issues with parents and daycare management.

**JANUARY 03, 2008 – JUNE 02, 2008**

**TUTORIAL TEACHER, E.NOPI STUDY CENTER**

- Planned lessons for allotted time to strengthen weak subjects and build skills.
- Collaborated with students to complete homework assignments, identify lagging skills and correct weaknesses.
- Motivated students towards learning and studying to build self-confidence and reduce fear of failure.
- Provided appropriate learning materials for students.
- Supported students with helpful study habits and exam strategies.
- Met with students and discussed educational goals and expectations.
- Used personalized learning plans to guide students to deeper understanding of course material and learning styles.
- Improved test scores by focusing on reading comprehension, math and critical thinking skills through one-on-one tutoring sessions.
- Maintained tutoring records to adjust instruction and update parents on student progress.
- Used flashcards and other techniques to test and improve memory through practiced information retrieval.
- Helped students prepare for tests and exams by providing guidance, motivation and encouragement.
- Met with parents to discuss student progress and address concerns.
- Provided homework assistance using specific curriculum and materials.
- Tutored diverse groups of students to strengthen subject comprehension, boost confidence and build important learning skills.
- Conducted group tutoring sessions to help students engage active learning and critical thinking skills.

**JULY 02, 2007 – DECEMBER 02, 2007**

**PRODUCTION SPECIALIST, TEXAS INSTRUMENTS PHILIPPINES**

- Assisted with maintaining good manufacturing practices on microchip production line.
- Supported machine operators in setup and operation of production equipment resulting in efficient runs.
- Maintained equipment in good working order by checking settings and operation, troubleshooting problems and completing basic repairs.
- Delivered quality products with effective use of control procedures and good inspection skills.

- Supported production needs by performing routine tasks using standard procedures and equipment.
- Organized work to meet demanding production goals.
- Adjusted machines to increase productivity for runs.

**SEPTEMBER 01, 2006 – APRIL 30, 2007**

**PRIVATE NANNY, BHE KHIM HOE**

- Supported students with helpful study habits and exam strategies.
- Worked with 2 elementary school children at home environment to provide them educational support.
- Collaborated with parents to develop appropriate tutoring lessons.
- Helped students prepare for tests and exams by providing guidance, motivation and encouragement.
- Involved children in caring for household pets and chores.
- Taught children everyday skills and language.
- Bathed, dressed and helped with teeth brushing as part of bedtime preparation.
- Prepared healthy, age-appropriate snacks and meals.
- Prepared tasty, healthy meals for children to encourage good eating habits.
- Traveled with families to care for children and allow parents private time.
- Organized and cleaned home after activities by picking up toys and straightening up playroom.

**AUGUST 01, 2005 – MAY 31, 2006**

**PRIVATE NANNY, JOU AHBDELNOR**

- Established lasting, professional connections with families and children by encouraging open communication and delivering positive feedback.
- Monitored schedules to maintain sleeping, eating and school schedules for children.
- Taught children everyday skills and language.
- Prepared healthy, age-appropriate snacks and meals.
- Assisted children with homework assignments and special projects across different subjects.
- Prepared tasty, healthy meals for children to encourage good eating habits.
- Traveled with families to care for children and allow parents private time.
- Involved children in caring for household pets and chores.
- Studied and took notes from parents about food allergies to understand ingredients and requirements to keep children safe.
- Organized and cleaned home after activities by picking up toys and straightening up play room.
- Supported children's educational progress by reviewing completed homework, quizzing on math and science and assisting with school projects.

**JUNE 01, 2004 – MARCH 31, 2005**

**PRESCHOOL TEACHER, SAINT JUDE MONTESSORI EDUCATIONAL CENTER**

- Used learning stations to incorporate colors, shapes and textures to help students develop communication skills and build relationships.
- Created and presented clever lessons to engage students and focus on core subjects necessary for personal and academic growth.
- Fostered student curiosity and interest in learning through hands-on activities and field trips.
- Developed problem-solving and critical-thinking skills by presenting challenges to boost self-esteem and performance.
- Prepared and administered grade-specific tests and examinations regulated by school district to monitor students' growth and to report progress to parents.
- Established open communication and positive relationships with students, parents, peers and administrative staff.

- Maintained knowledge of school curricula, standards and policies to correctly prepare students for higher grade levels.
- Coached, mentored and evaluated student teachers for progress against program objectives.
- Reinforced positive behavior by encouraging efforts through affirmation statements and praising accomplishments.
- Provided warm, supportive environment for developing academic, social and emotional growth.
- Administered various reading tests and determined student reading levels based on assessment findings.
- Maintained student portfolios to monitor learning progress and completion of work required for promotion to next grade level.
- Created lesson plans to correlate with state curriculum standards and devised educational programs to meet educational objectives.

## EDUCATION

**JUNE 2015- SEPTEMBER 2022**

**MASTER OF ARTS IN EDUCATION MAJOR IN EDUCATIONAL MANAGEMENT,**  
 SAINT LOUIS COLLEGE  
 30 UNITS

**JUNE 2000- MARCH 2004**

**BACHELOR IN ELEMENTARY EDUCATION MAJOR IN MATHEMATICS,**  
 SAINT LOUIS COLLEGE  
 GRADUATE, ACADEMIC SCHOLARSHIP

**JUNE 1996- MARCH 2000**

**HIGH SCHOOL, SACRED HEART SCHOOL**  
 GRADUATE, LEADERSHIP AND SERVICE AWARD

**JUNE 1991- MARCH 1996**

**ELEMENTARY, DR. HERMOGENES F. BELEN ELEMENTARY SCHOOL**  
 GRADUATE, THIRD HONORS

## SKILLS

- Critical thinking
- Time management
- Communication
- Organization
- Imaginative thinking
- Classroom management
- Differentiated Instruction
- Leadership
- Technological skills
- Team collaboration

## **LEARNING AND DEVELOPMENT INTERVENTIONS/ TRAINING PROGRAMS ATTENDED**

- CAPACITY-BUILDING OF MATHEMATICS TEACHERS ON CONTENT, PEDAGOGY AND EMERGING TRENDS
- CAPABILITY BUILDING FOR TEACHERS ON IMPROVING NUMERACY SKILLS OF LEARNERS
- TRAINING ON MICROSOFT TEAMS AND ONE NOTE
- RESKILLING OF TEACHERS ON SOLVING WORD PROBLEMS IN THE NEW NORMAL
- CURRICULUM PEDAGOGY AND ASSESSMENT IN SCIENCE EDUCATION IN THE NEW NORMAL
- PROJECT BALIK ESKWELA: A DIGITAL LITERACY STARTER PACK
- READING PROGRAM WEBINAR FOR PARENTS AND TEACHERS
- EDUCATION IN THE NEW NORMAL
- GOOGLE EDUCATOR GROUPS WEBINAR SESSIONS
- OPEN EDUCATIONAL RESOURCES (ADVANCED PROGRAM)
- CAPACITY- BUILDING OF MATHEMATICS TEACHERS ON CONTENT, PEDAGOGYAND EMERGING TRENDS
- DIVISION TRAINING- WORKSHOP IN ARLING PANLIPUNAN TEACHING STRATEGIES
- SEMINAR- WORKSHOP OF REGULAR TEACHERS ON INCLUSIVE EDUCATION
- 2018 DISASTER RIS REDUCTION AND RESILIENCE MANAGEMENT SEMINAR- WORKSHOP
- ENHANCING ENGLISH INSTRUCTION AND 21ST CENTURY SKILLS: A TRAINING FOR PUBLIC ELEMENTARY SCHOOL TEACHERS
- ICT FOR READING PILOT: TABLET DISTRIBUTION AND TEACHER TRAINING
- INTERDISCIPLINARY CONTEXTUALIZATION IN MATHEMATICS EDUCATION
- REINFORCING EFFECTIVE LITERACY INSTRUCTION IN GRADE 3 CLASSROOMS
- K TO 12 DIVISION MASS TRAINING FOR GRADE 5 TEACHERS FOR THE K TO 12 BASIC EDUCATION PROGRAM