

FAITH M. GUZMAN



CONTACT

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EDUCATION

Bachelor of Arts,
Child Development and Education

Miriam College
(formerly MARYKNOLL)
Quezon City

Honors: Dean's Lister

Extra-curricular Activities:
President- Child Development and
Education Circle

March 2001

RELEVANT SKILLS

- Time- management
- Customer Assistance
- Adaptability
- Monitoring and Evaluating
- Good oral and written communication
- Team Player
- Microsoft Office
- Planning and Organization

Detail -oriented individual willing to quickly learn office routines and carry out tasks without supervision. Gets along with members of staff from all levels and department. Accountable professional willing to efficiently carry out oral and written directions from senior staff. Adaptable to different requirements and always ready to help team members.

PROFESSIONAL EXPERIENCE

BINGO MONITORING
CLERK

Philippine Amusement and Gaming
Corporation (PAGCOR)

March 2009 – Present

- Gathers, checks and verifies the accuracy of data and figures in the combined Monthly, Consolidated and Holdrate Reports.
- Identifies data discrepancies through careful analysis, promptly researching issues for quick resolutions.
- Monitors incoming/outgoing office inventory and supplies
- Manages client communications by answering phones and corresponding through email.
- Keeps office operations running smoothly and efficiently by implementing procedure and policy improvements.

PRIVATE HOME TUTOR
2002- Present

- Assists students of all skill levels in core subjects, including Math and English.
- Prepares students for examinations, performance and assessments, promoting confidence and skill.
- Gives early intervention support to students beginning to struggle with materials.
- Utilizes technology in tutoring sessions to diversify and enhance learning.

EARLY CHILDHOOD
EDUCATOR

Marist School

May 2001-January 2006

- Taught students basic skills such as literacy, language and numeracy.
- Enhanced language acquisition using phonics learning tools.

- Encouraged learning and development through play, activities and teaching.
- Coordinated and planned activities which kept children engaged and entertained throughout the day.
- Communicated children development, progress, successes or concerns to parents through Parent-Teacher Conference meetings.

TRAINING AND SEMINARS

- Income Determination & Compliance Monitoring Program: Traditional Bingo – April 27,2021
- Virtual-Income Determination and Compliance Monitoring – Electronic Bingo – September 29,2020
- Microsoft Excel 101 Course – November 26,2019
- Report Writing Workshop- November 17, 2017