

Alissa Joy Sta. Maria

To obtain an entry level position that allows me to showcase my knowledge and skills in classroom management, lesson planning and child development.

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Rizal, Philippines 1940
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EXPERIENCE

Public School Teacher—Department of Education *Teacher III*

May 2013 – Present

- Teaches grade 1 level using appropriate and innovative teaching strategies
- Facilitates learning through functional lesson plans of activities and appropriate, adequate and updated instructional materials
- Monitors and evaluates pupils/students' progress
- Undertakes activities to improve performance indicators
- Maintains updated pupils/students progress regularly
- Maintains updated pupil/student school records
- Supervises curricular and co-curricular projects and activities
- Counsels and guides pupils/students
- Maintains Daily Routine (classroom cleanliness, classroom management, overall physical classroom atmosphere
- Maintains harmonious relationship with fellow teachers and other school personnel as well as with parents and other stakeholders
- Supports activities of governmental and non-governmental organizations
- Does related work

EDUCATION

- **Tomas Claudio Colleges - Morong, Rizal**
-Master of Arts in Education Major in Educational Management
June 2018 – December 2020
- **University of Rizal System – Morong, Rizal**
-Bachelor of Elementary Education Major in Special Education
June 2007 - March 2011

REFERENCES

Maria Nenita Pascual
Health Record Clerk
Saskatoon City Hospital
306-491-2396

Ma. Lourdes P. Arabit
School Principal
Libis Elementary School
927-5702-985

Minda B. Fullantes
Master Teacher
Libis Elementary School
965-5664-258

SKILLS

- Fast-learner
- actively engaging with peers and mentors
- Computer proficiency
- Knows how to work on a busy and complicated situation in a positive and calm way
- Ability to use Microsoft Office properly
- Administrative skills
- Able to communicate using the English language
- Willing to be trained and mentored
- Excellent typing speed

TRAININGS

- ONLINE TRAINING WORKSHOP ON MUSIC ACCELERATION FOR PROFICIENT TEACHERS ON CRITICAL CONTENT AND PEDAGOGIES IN TEACHING MUSIC
AUGUST 2023
- REGION WIDE TRAINING ON EARLY LANGUAGE LITERACY AND NUMERACY: PROFESSIONAL DEVELOPMENT COMPONENT
OCTOBER 2018

