

# ALJAKE SALES



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## OBJECTIVE

Eager to work as an Early Childhood Educator, utilizing my communication skills, expertise in the teaching-learning process and enthusiasm for childhood education.

## WORK EXPERIENCE

Divisoria High School June 2016 - present	<b>Senior High School Teacher</b>
Cabulay High School December 2012 - June 2016	<b>Junior High School Teacher</b>
Cabulay High School February 2007 - December 2012	<b>Local School Board Teacher</b>

### Duties and Responsibilities

- Teaches or more grades/levels using appropriate and innovative teaching strategies
- Facilitates learning in the secondary school through functional lesson plan of activities and appropriate, adequate and updated instructional materials
- Monitors and evaluates learners' progress
- Undertakes activities to improve performance indicators
- Maintains updated learners' progress regularly
- Supervises curricular and co-curricular projects and activities
- Maintains updated learner school records
- Counsels and guides learners
- Supports activities of governmental and non-governmental organizations
- Conducts Action Plan
- 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
- Does related work

## CORE COMPETENCIES

- Motivated
- Excellent in Communication
- Computer Literate
- Flexible to any Kind of Work
- Good Leadership and Instructional Skills
- Resilient
- Analytical Thinker

## EDUCATION

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● **Isabela State University - Main Campus**

Bachelor of Secondary Education - Major in English

2002-2006

● **Cabulay High School**

1998-2002

● **Cabulay Elementary School**

1992-1998