

# Maria Jaanne B. Cada

Licensed Professional Teacher/  
Senior Professional Service Representative

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📍 Lucban, Quezon, Philippines

PRC License No.: 1343370

## EDUCATION

- **Philippine Normal University - Manila**  
*Bachelor in Early Childhood Education*  
Completed in 2014
- **Southern Luzon State University**  
*Secondary Level*  
2006-2010
- **Paaralang Elementarya ng Lucban - 1**  
*Primary Level*  
2000-2006

## SKILLS

- Communication Skills
- Lesson Planning
- Classroom Management
- Student centered learning
- Leadership and Team work
- Delivering presentations and orchestrating events
- Critical Thinking
- Knowledge of sales strategies, product expertise and promotional efforts
- Strong organizational and time management skills
- Computer Literacy

## LANGUAGES

- English
- Filipino (Tagalog)

## PROFILE

Driven and hard-working licensed professional early childhood educator with proven ability to communicate effectively and maintain professional working relationships with children, parents and staff. Passionate teacher with experience in a childcare setting that provides holistic activities to help the children develop their physical, psychosocial and cognitive skills. Currently a professional service representative in a pharmaceutical industry who consistently contributed more than 100% of her annual sales quota in the company. She was able to maximize her skills and fullest potential in both industries.

## WORK EXPERIENCE

### **Unilab Inc. - LRI-Therapharma (Cardio-Metabollic Division)** *Senior Professional Service Representative*

*June 2018 – Present*

- Promote pharmaceutical and healthcare products and consistently conduct Customer Service and Relationship Marketing initiatives that satisfy the needs of customers.
- Assess territorial sales performance, review competitor activities, identify gaps and growth opportunities, and implement appropriate action plans, with the end goal of delivering total sales and brand targets.
- Consistently hit the annual sales target beyond 100% from 2019 -2022

### **Cada Connecta Liga Electrical Contractor (Lucena City, Quezon)**

*Project Coordinator*

*July 2017 - March 2018*

- Generated new clients over the phone and in-person by understanding customer needs and providing appropriate solutions.
- Managed documents/requirements that customers submitted by inputting, reviewing, and updating information to internal management and external partner (Meralco).
- Updated the customer regarding the status of their electrical application.

### **NTUC - First Campus (My First Skool - Jurong, Singapore)**

*English Teacher*

*June 2015 - June 2017*

- Created and implemented developmentally appropriate lessons and set up the classroom based on children's interest.
- Observed, interpreted and created a detailed report regarding children's progress and development.
- Upheld a safe classroom environment and implemented positive classroom management strategies.
- Established communication with parents through daily intercatations,monthly newsletters, emails, phone calls, parent portal and classroom visits/conferences.
- Collaborated with co-workers, supervisors and parents to maintain a "partnership" environment.

## REFERENCES

### **Louie Santos**

Unilab, Inc. / District Manager

**Phone:** +639178202752

**Email:** lmsantos@unilab.com.ph

### **Dominador Cada**

Cada Connecta Liga  
Electrical Contractor /  
Manager

**Phone:** +639209250511

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### **Rita Lim**

NTUC - First Campus / Principal

**Email:** limcj@myfirstskool.com

### **International School for Better Beginnings (Lucena City, Quezon)**

*Grade 1 - Subject Teacher/Classroom Adviser*

*May 2014 - March 2015*

- Enhanced student academic and social growth by using varied activities and teaching strategies.
- Ensured adherence to school policies and classroom rules and assigned appropriate discipline when needed.
- Maintained a classroom environment aimed at achieving maximum learning efficiency and personal safety.
- Established positive relationships with students, parents, fellow teachers and staff to establish trust.
- Maintained communication with parents through daily intercatations, emails, phone calls, and parent-teacher conferences.

### **Aurora A. Quezon Elementary School (Malate, Manila)**

*Trainee Teacher - Kindergarten 2*

*November 2013 - February 2014*

- Observed and evaluated student's performance, behavior, social development and physical health.
- Drafted lesson plans and submitted them for review and feedback in a timely manner
- Created an enjoyable and interesting learning environment for 42 students within the program.
- Instructed 21 students each for two sessions individually, in groups and as a class.