

CLARENCE BARON DIZON

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Bl. 5 Lot 8 Bulaong Village, Labangal
General Santos City, Philippines

CAREER SUMMARY

Dedicated and results-oriented professional with over 18 years of experience in teaching and administrative roles, I am a dedicated and detail-oriented professional seeking a career transition into food processing. Committed to excellence, I bring a strong work ethic, adaptability, and effective communication skills. Eager to undergo necessary training, I am enthusiastic about contributing my organizational abilities and disciplined work habits to ensure adherence to safety and hygiene standards in the food processing industry. My proven track record of managing multiple tasks, meeting deadlines, and fostering teamwork makes me a valuable asset ready to embrace new challenges and opportunities for growth.

SKILLS

- Food Safety and Hygiene
- Quality Control
- Basic Knife Skills
- Teamwork and Collaboration
- Time Management
- Sanitation and Cleaning Protocols
- Problem-solving Skills
- Excellent Communication Skills
- Continuous Improvement
- Ingredient Preparation

WORK EXPERIENCE

Lanton Elementary School, General Santos City, South Cotabato, Philippines **2019/05 - Present**
Teacher III

- Develop and implement effective lesson plans that cater to diverse learning styles and abilities.
- Foster a positive and inclusive classroom environment to encourage student engagement and participation.
- Collaborate with colleagues to design and execute educational programs and initiatives.
- Assess and evaluate student performance, providing constructive feedback to support academic growth.

Lanton Elementary School, General Santos City, South Cotabato, Philippines **2007/08 - 2019/05**
Teacher I

- Conducted classroom instruction, ensuring alignment with curriculum standards and educational objectives.
- Managed and maintained student records, including grades, attendance, and behavior reports.
- Participated in professional development activities to stay updated on educational trends and best practices.
- Engaged with parents through regular communication, conferences, and school events to promote a collaborative learning environment.

Department of Education, General Santos City, South Cotabato, Philippines **2007/01 - 2007/03**
Substitute Teacher

- Adapted quickly to various classroom environments and grade levels, delivering effective instruction.
- Maintained a flexible and positive attitude to meet the unique needs of different classrooms.
- Followed lesson plans provided by regular teachers while incorporating creativity and adaptability.
- Provided feedback and reports on student behavior and academic progress to the regular teacher.

Shalom Crest Academy, General Santos City, South Cotabato, Philippines **2006/06 - 2007/01**
Kinder Teacher

- Created a nurturing and stimulating learning environment suitable for kindergarten-aged children.
- Implemented age-appropriate teaching strategies and activities to promote early childhood development.
- Established effective communication channels with parents to provide updates on children's progress and address concerns.
- Organized and participated in events and activities that enhanced the social and cognitive development of students.

Bureau of Internal Revenue (BIR), General Santos City, South COtabato, Philippines **2005/03 - 2006/06**
Personal Secretary

- Managed the office's administrative tasks, including filing, scheduling, and correspondence.
- Assisted in the preparation of reports, memos, and other official documents.
- Handled incoming calls and facilitated communication between internal and external parties.
- Maintained confidentiality and handled sensitive information with discretion.

EDUCATION

Master of Arts in Education major in Reading
Mindanao State University
General Santos City, South Cotabato, Philippines
2010/06 - 2013/10

Bachelor of Elementary Education
Holy Trinity College
General Santos City, South Cotabato, Philippines
2005