

Dareen Lyn Allego – Donan

38 y.o | Married | Filipino | dareenlyn.mrsd@gmail.com
(+62) 81291060085 | Tangerang Selatan, Indonesia 15527

Passionate teacher in the early childhood education with 13 years of experience. Recognized for ability to develop and implement activities that improves student's learning and behavioral skills, build self-confidence and self-reliant. Effectively collaborate with parents regarding student's growth and well-being. Recognized for ability to train teachers and manage a school. Works well with others, eager to learn new things with or without close supervision and highly adaptable to change.

EDUCATIONAL BACKGROUND

Bachelor in Elementary Education
Cebu Technological University - Philippines
Major: Home Economics and Livelihood Education
Completion Period: March 15, 2006
Awards Received: Cum Laude

LICENSE AND CERTIFICATION

- **ECE Certification – Level 1**
Ministry of Education - ECE
Province of Saskatchewan
- **Teacher's Licensure (Elementary Teacher)**
Professional Regulation Commission
Manila, Philippines

WORK EXPERIENCE

Preschool Teacher

(2009 - *present* | 5 hours a Day)

- Planned and carried out differentiated activities for basic concept formation using the active learning approach. Planned play activities indoor and outdoor that supports students' academic and social emotional development. Planned school events designed to expose children to various experiences that connects to real-life learning and implement events in coordination with the whole school team.
- Ensured a harmonious classroom effective and supportive environment for learning through functional and interactive instructional, displays, and learning centers for exploration, discovery and independent learning
- Assessed and evaluated academic and social growth of students, and keeps appropriate records such as anecdotal records, portfolio, observation notes, interviews and assessment data
- Provided effective and positive behavior management procedures that served as the preschoolers' guide on the proper behavior expected of them inside and outside the classroom.
- Provided support to exceptional learners and enrichment for the gifted with the guidance of the school psychologist.
- Allocated academic intervention sessions to students who need more support in understanding concepts and developing basic skills
- Maintain good communication with parents regarding students' development through emails, social chats, newsletters and messengers. Involved parents in the classroom as volunteers, speakers, storytelling, and parent volunteers and as active participants in Parent-Teacher activities. Conduct parents-teacher's conference to discuss about student's development and facilitate planning on how parents can support their child at home. Conducted parent's workshop and babysitter workshop that helps parents and caregivers in supporting the children at home.

HighScope Indonesia - Bintaro

Tangerang Selatan, Indonesia

Day Care Staff

(June 2014 - June 2022 | 6hrs per Day)

- Teach children independence through learning self-care activities.
- Bath the children, facilitate meal times.
- Plans and develops developmentally-appropriate activities to teach art, music, colors, shapes, numbers, letters, and motor skills.
- Develops activities for daycare portion of program to include campus and community field trips.
- Communicates with parents orally and in writing concerning needs, progress, problems, and behavior of children
- Implements activity plans and monitors, observes, and interacts with children; cares for physical needs of children including feeding, diapering toileting, dressing, and administering medication

Wee Space Day Care

Tangerang Selatan, Indonesia

Day Care Supervisor

(June 2014 – *present*)

Trains and supervises child care staff, evaluates performance; monitors staff's interaction with children; schedules staff to meet program and licensing requirements; activities records; monitors and reports facility maintenance and repair needs

Wee Space Day Care

Tangerang Selatan, Indonesia

Principal, ECE Program

(June 2011 - June 2021)

Manage school activities and budget. Monitor students, teachers and school performance. Replace absent teacher/s. Provide professional development for teachers and other staff members. Conduct coaching and feedback for school employees. Maintain strong home-school collaboration with parents. Actively involved in the community events that could increase school's brand awareness. Plan and implement marketing events. Conduct parents' workshop.

HighScope-Indonesia Bintaro

South Tangerang, Indonesia

School Management Coordinator

(June 2021 – *present*)

Coordinate information between the School Board of Directors and Head of Departments. Monitor Head of Department's performance. Monitor school's performance. Organize company events. Facilitate school planning and evaluation. Facilitate leadership and teacher's training. Monitor school projects and school budget. Conduct CSR projects.

HighScope-Indonesia Bintaro

South Tangerang, Indonesia

SKILLS

- Classroom Management
- Adult-Child Interaction
- Home-School Collaboration
- Planning and Assessment
- Organizational Skills
- Leadership Skills
- Decision Making Skills
- Administrative Skills
- Documentation Skills
- Customer Service
- Training, Coaching and Counseling
- Educational Material Crafting and Designing
- Microsoft Office

AWARDS RECEIVED

- Graduated Cum Laude on Bachelor in Elementary Education, March 2006
- Outstanding Student Teacher, March 2006
- Most Outstanding Student, March 2006
- Outstanding Student, March 2003, March 2004, March 2005
- University Leadership Award, March 2004, March 2005, March 2006
- HighScope Loyalty and Services Awards – 5 years, October 2014
- HighScope Loyalty and Services Awards –10 years, October 2019