

MA. CORAZON AIZA G. DELA CRUZ

111 Purok Centro Sto. Cristo Norte, Gapan City, Nueva Ecija, Philippines 3105

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CAREER SUMMARY:

With over 7 years of diversified experience as a Licensed Professional Teacher in public school 10 months' experience as an office staff in a private college and I have more than 2 years' experience as cashier in a well-known department store in the Philippines. I am customer focused and goal-oriented individual. I believe that it would be a great honor to be a part of your reputable company, and it would also be a great stepping-stone opportunity for me to grow professionally and personally. I am customer focused and goal-oriented individual.

SKILLS

- Excellent time management skills
- Excellent in using of wide range of technological skills in computer operation: Microsoft Word and Excel for record keeping.
- Excellent critical thinking and problem solving skills excellent teamwork skills displayed through experience collaboration with the management and colleagues
- Ability to support and collaborate with members of interdisciplinary teams
- Efficient interpersonal skills
- Flexible and reliable colleague
- Have the patience to stand for extended periods

WORK EXPERIENCE

Professional Teacher June 5, 2017 – Present

Juan R. Liwag Memorial High School – Senior High School-Bayanihan, Gapan City, Nueva Ecija, Philippines, 3105

- Responsible for preparing daily lesson logs, work plans, instructional materials, evaluation/assessment tools/rubrics.
- Responsible for preparing and checking activities; recording academic performance results and classroom accomplishments.
- Attend seminars and workshops.
- Responsible for counseling, mentoring, coaching of students including home visits.
- Consultations and conferences with parents.
- Demonstrate the knowledge and skills necessary to provide knowledge to the learners.
- Encourage effective teamwork.

Provisionary Teacher June 6, 2016 – June 4, 2017

Juan R. Liwag Memorial High School – Senior High School-Bayanihan, Gapan City, Nueva Ecija, Philippines, 3105

- Responsible for preparing daily lesson logs, work plans, instructional materials, evaluation/assessment tools/rubrics.
- Responsible for preparing and checking activities; recording academic performance results and classroom accomplishments.
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- Responsible for counseling, mentoring, coaching of students including home visits.
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- Demonstrate the knowledge and skills necessary to provide knowledge to the learners.
- Encourage effective teamwork.

Office Staff (Secretary) July 1, 2015 - May 15, 2016

Dr. Gloria D. Lacson Foundation Colleges, Inc. – Castellano, San Leonardo, Nueva Ecija, Philippines, 3105

- Responsible for typing, preparing and collating reports.
- Responsible for answering phone calls and taking messages.
- Maintaining effective records and administration.
- Responsible in organizing and servicing meetings (producing agendas and taking minutes)
- Customer service at all times.

Cashier November 5, 2012 up to October 15, 2014.

Robinsons Department Store – Gapan Branch, Bayanihan, Gapan City, Nueva Ecija

- Responsible to make correct counting of money before customers leave.
- Responsible to guide co-cashiers for their concerns and act to be a good team leader.
- Ensures attractive, orderly, enticing display of merchandise and take customers' orders.
- Customer service at all times.

Cashier January 26, 2012 up to June 24, 2012.

Robinsons Department Store – Gapan Branch, Bayanihan, Gapan City, Nueva Ecija

- Responsible to make correct counting of money before customers leave.
- Responsible to guide co-cashiers for their concerns and act to be a good team leader.
- Ensures attractive, orderly, enticing display of merchandise and take customers' orders.
- Customer service at all times.

EDUCATION

Master in Business Administration (Non-Thesis) 2017-2018
Wesleyan University-Philippines. • Cabanatuan City, Philippines

Bachelor of Secondary Education (18 units) 2012
Divina Pastora College. • San Vicente, Philippines

**Bachelor of Science in Commerce
Major in Banking and Finance** 2004-2008
Divina Pastora College. • San Vicente, Philippines

PROFESSIONAL CREDENTIALS

- Licensed Professional Teacher (Professional Regulation Commission, Philippines)