



# MARIA JOEFRELIJ J. CUADRA

## Preschool Teacher

### CONTACT

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### Examination Passed:

#### Licensure Examination for Teachers (March 2023)

Rating: 82.80%  
PRC  
May 19, 2023

### SKILLS

- Proficient in using Microsoft Office (Word, Excel, and PowerPoint) and its counterpart
- Proficient in using Zoom and Google Services
- Willing to learn further; open-minded
- Can work with deadlines and under pressure
- Can work overtime and can work with minimum supervision
- Ability to multitask, work in a team, adapt very well, and create innovative and effective lesson plans
- Have a great communication skill, critical thinking, and problem-solving
- Experienced in handling students from ages 3-9 years old

### EDUCATION

**Visayas State University-Main Campus, SY 2018-2022**  
Bachelor of Early Childhood Education

**Visayas State University – Integrated High School, SY 2012-2018**  
Senior High School, HUMMS Track  
Junior High School

### WORK EXPERIENCE

#### Practice Teacher Intern

Visca Foundation Elementary School, Baybay City, Leyte  
March 2022 – May 2022

- Assisted the Head Teacher with daily tasks and special projects as needed.
- Handled classes, activities, and quarterly examinations.
- Created and implemented lesson plans, examinations, and modules.
- Graded papers and assisted the head teacher with any paperwork, copying, and distribution of assignments or documents.
- Developed and fostered positive relationships with students, teachers, school staff, and family members of students.

#### Preschool Teacher

Piagetian Guided Educational Center, Quezon City  
November 2022 – Present

- Handled classes and activities, prepared activities, and developed daily lesson plans.
- Taught and supervised classroom activities.
- Develop classroom environment and improve teaching skills.
- Employing a variety of educational techniques (storytelling, educational play, media, etc.) to teach children.
- Handled elementary students as a subject teacher.
- Experienced in handling children with special needs.

#### ESL Teacher

Will English Center, Vietnam  
March 2023 – present

- Teach English language skills to non-native speakers, including reading, writing, speaking, and listening.
- Develop and implement lesson plans that meet the needs of individual students.
- Assess students' progress through regular quizzes, tests, and assignments.
- Use a variety of teaching methods, materials, and technology to engage students and enhance their learning.