

# MARISSA A. OBLEFIAS

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Block 16 Lot 13 Greenplace 2 Subd., Malagasang II-B, Imus City, Cavite 4103 Philippines

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## PROFESSIONAL PROFILE

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Experienced educator with over six years of teaching expertise, specializing in guiding 2nd Grade students and coordinating School Disaster Risk Reduction Management. Accomplished Junior High School teacher adept at handling Grade 7-10 students in private school settings. Possess a Master's Degree in Education, complemented by 18 units in Business Administration. Proven ability to work under pressure with minimal supervision. Adaptable, reliable, and passionate about facilitating student growth. Strong communicator with a patient and empathetic approach to diverse audiences.

## SKILLS

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- Curriculum Development
- Classroom Management
- Educational Technology Integration
- Student Assessment and Evaluation
- Conflict Resolution
- Leadership and Coordination
- Communication Skills
- Adaptability
- Problem-Solving
- Team Collaboration

## EMPLOYMENT HISTORY

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### Grade 2 Teacher

**July 17, 2017 - Present**

DepEd-Imus City / Gov. D.M. Camerino Integrated School

Philippines

- Utilize innovative teaching strategies to facilitate learning in elementary/secondary schools.
- Develop practical lesson plans and Daily Lesson Logs with engaging activities.
- Ensure availability and use of appropriate, adequate, and updated instructional materials.
- Monitor and evaluate learners' progress regularly.
- Implement activities to improve performance indicators.
- Maintain updated student school records and progress reports.
- Provide counseling and guidance to learners as needed.
- Conduct Action Plans and Parent-Teacher Conferences.
- Establish and maintain a daily routine for classroom management, cleanliness, and physical classroom atmosphere.
- Foster harmonious relationships with fellow teachers, parents, and stakeholders.
- Conduct or facilitate meetings with School Security Guards and act as a focal person.
- Grade papers and assist the head teacher with paperwork, copying, and distribution of assignments or documents.

### Junior High School Teacher - Grade 7 to 10

**July 01, 2016 - April 15, 2017**

Academia Primera School-Imus City, Cavite Philippines

Philippines

- Maintained a high level of school and community engagement.
- Remained calm and professional during high-stress situations.
- Planned and organized school events.
- Graded tests and exams using accurate answer keys.
- Served as a student advisor, offering academic, social, and emotional support.
- Designed and implemented a carefully thought-out curriculum for grades 7-10.
- Collaborated with other faculty members on cross-curriculum plans.
- Aimed to facilitate hands-on learning experiences.

**Secretary to the Gen. Mgr.**

M &amp; H Food Corporation

**August 04, 2004 - September 30, 2010**

Parañaque City, Philippines

- Provided optimal assistance to the General Manager and handled a variety of tasks.
- Worked with the Office Manager to schedule appointments and company meetings.
- Reported to the Manager and served as general office support to all staff.
- Reported any incidents or concerns to the manager.
- Organized office schedules and meetings.

**Purchasing Staff**

Diversion Foods Inc.

**2001- 2003**

San Pedro Laguna- Philippines

- Ensure the timely payment of accounts.
- Coordinate with Team Leaders/Store Managers about their orders and stocks.
- Monitor the dispatching unit/Logistics department.
- Assist the Purchasing Supervisor in the processing of orders, invoices, and statements.
- Closely monitor daily and monthly inventory.
- Prepare Purchase Orders.

**EDUCATION**

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**MAEd Major in Educational Admin.**

Philippine Christian Univ. Dasma. Phil.

**Decemember 17, 2022**

Philippines

**Continuing Program for Teachers Education (Secondary Education)****Major in Social Science**

Technological University of the Philippines

**May 15, 2016**

Philippines

**Hotel and Restaurant Services**

Technical Education and Skills Development Authority

**September 16, 2002**

Las Piñas, Philippines

**BSBA Major in Entrepreneurial Management**

Philippine Women's University

**October 16, 1999**

Philippines

**EXTRA -CURRICULAR ACTIVITIES**

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School Disaster

Risk Reduction Management

Focal Person, School

Security Guard Coordinator and Blended Learning Modality Coordinator

**CHARACTER REFERENCE**

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