

# Marie Con P. Marilag

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## SUMMARY OF QUALIFICATION

- 2 years of teaching experience as a High School Science Teacher up to present
- More than 10 years combined experience in providing good customer service, administrative work and clerical jobs in fast-paced environments like retail, food and beverage industries and construction companies
- Excellent in written and verbal communication skills
- Proven ability to handle and manage multiple tasks in high demand environment and work well with other colleagues.

## SPECIAL SKILLS / INTERESTS

- Skilled in major relevant computer applications like MS Word, MS Excel.
- Well-versed in oral and written English and Filipino.
- Reading and poem-writing.

## WORK EXPERIENCED

### **Position: Secondary School Teacher 1**

Company: Department of Education (DepEd), Schools Division Of Butan City  
Address: Rosal Street, Barangay Dagohoy, 8600, Agusan Del Norte

Date: September 2022 – Up to Present

Reason for Leaving: Presently Employed

Job Description / Duties and Responsibilities:

- Responsible for preparing lesson plans and educating students at all levels.
- Our duties include assigning homework, grading tests, and documenting progress
- Contribute to shaping the lives of our students and bringing the school curriculum to life
- Provide support for students, help coach student sports or other extracurricular programs
- Monitor student behaviors, grades and social skills to create a more complete profile
- to ensure a safe and stimulating educational environment
- lead classrooms at public and private schools to guide their students and help them understand academic information
- manage learning programs and have strategies that promote learning based on the learning needs

### **Position: Sales And Marketing Manager**

Company: Little Manila Travel and Tour  
Address: Yerevan, Armenia

Date: January 2016 – July 2018

Reason for Leaving: Resigned

Job Description / Duties and Responsibilities:

