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Summary

Simple but ambitious, fast learner wants to learn and improve everyday. Loyal and honest person, my objective was to "learn and to earn".

Experience



English Second Language Teacher

RareJob Philippines, Inc.

Nov 2020 - Oct 2022 (2 years)

Preparing lesson plans in accordance with students' learning needs.

Designing and presenting educational material.

Tailoring lessons to accommodate differences in learning style and speed.

Evaluating students' progress.

Preparing and disseminating progress reports at regular intervals.

Remaining knowledgeable about and respectful of cultural differences within the classroom.

Assisting students with their technical difficulties, where possible.

General Office Clerk

DSA MARKETING DIGOS

Sep 2018 - Oct 2022 (4 years 2 months)

- Collect, count, and disburse money, do basic bookkeeping and complete banking transactions.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
- Answer telephones, direct calls and take messages.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Complete and mail bills, contracts, policies, invoices, or checks.
- Type, format, proofread and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- Complete work schedules, manage calendars and arrange appointments.
- Process and prepare documents, such as business or government forms and expense reports.



English Second Language Teacher

Engoo

Apr 2018 - Oct 2020 (2 years 7 months)

Plan and prepare lesson plans that meet core objectives and principles and are in line with the curriculum goals

Prepare instructional aids and supplemental teaching materials and resources consistent with learning objectives and student needs

Select and requisition appropriate books, instructional aids, and school supplies as needed

Deliver lessons using a variety of differentiated instructional techniques that are appropriate to the academic level and meet the diverse needs of students
Maximize the appropriate use of technology in the classroom as an instructional tool
Teach grammar and syntax, vocabulary and word usage, and other principles of the English language
Promote students' understanding of and appreciation for literature
Develop students' verbal skills including reading out loud, discussion and debate
develop students' writing skills
Encourage the development of critical thinking skills
Create a safe and flexible classroom environment conducive to optimal student learning



General Transcriber

GoTranscript

Nov 2017 - Feb 2019 (1 year 4 months)

Understanding client specifications and noting any formatting or notation requests prior to completing the transcription.

Completing transcriptions in a timely manner and reviewing drafts for any spelling, grammar, or formatting errors, as well as other inconsistencies.

Adhering to all confidential guidelines and respecting sensitive information.

Keeping abreast of transcription software updates and attending refresher workshops as required.

Communicating with the client or supervisor when there are issues.

Submitting completed drafts to clients and correcting any errors as per their feedback.

Keeping the typing skills sharp by completing regular typing drills.

Home-based CSR

Pictures on Gold

Jun 2018 - Sep 2018 (4 months)

Answering questions about a company's products or services.

Processing orders and transactions.

Resolving issues and troubleshooting technical problems.

Delivering information about a company's offerings.

Providing proactive customer outreach.

Handling customer complaints.

Collecting and analyzing customer feedback.



Homebased Teacher

51Talk

Jan 2015 - Jul 2017 (2 years 7 months)

Conducting activities and lessons based on ESL teaching methodologies.

Encouraging and engaging students to speak in English.

Motivating students and using humor to induce a pleasant learning environment.

Maximizing students' talk time through oral tests and presentations.

Displaying excellent classroom management.

Keeping accurate records of student performance.

Communicating with the Department Head or Principal, as needed.

Maintaining standardized guidelines.

Senior Administrative Officer

SHOOTER'S GRILL RESTAURANT DIGOS

Apr 2014 - Mar 2015 (1 year)

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Schedule in-house and external events

Store Supervisor

Shooter's Grill Restaurant - Digos

Mar 2014 - Apr 2014 (2 months)

Monitoring and manpower supervision

Food, Services and Cleanliness supervision

Managed a staff of 30 employees

Managed daily operations, administrative duties, scheduling, and sales

Coordinated schedules and assigned team members and staff members' shifts

Conducted training sessions

Ensured consistent store productivity and metrics that increased sales and profitability

Demonstrated excellent people skills in both client and employee relationships

Office Secretary

MP Martial Arts Inc. - Digos

Oct 2008 - Jan 2014 (5 years 4 months)

- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Filing, typing, preparing, and collating reports
- Organizing and servicing meetings (producing agendas and taking minutes)
- Implementing new procedures and administrative systems
- Liaising with relevant organizations and clients
- Coordinating mail-shots and similar publicity tasks
- Logging or processing bills or expenses
- Acting as a receptionist and/or meeting and greeting clients
- Recruiting, training, and supervising junior staff.

Store Clerk

Airex Mark Marketing

Mar 2006 - Sep 2008 (2 years 7 months)

Greet guests and answer questions regarding goods or services sold

Maintain a well-organized and orderly storefront that aligns with the company's image

Introduce customers to current discounts and offers within the store to promote both sales and brand awareness

Strive to achieve weekly sales goals and actively seek to upsell when possible

Properly process returns and coupons while following the company's stated policy and procedures

Assist customers in the fitting rooms by bringing additional clothing options or multiple sizes

Ensure the stockroom is organized and orderly

Assist customers with purchases by processing their payment at register

Store Marketing Assistant

Jollibee Group of Companies

Sep 2003 - Feb 2006 (2 years 6 months)

- Kids party hosting and novelty inventory Control
- JKP Hosting and Sales Marketing
- Accepting and assembling Delivery Orders
- Cross Trained and Certified Counter, Soda and Dining Crew
- Provided outstanding customer service and ensured guest satisfaction
- Managed all operation duties, including cashier, dining, and soda stations
- Drove sales through appealing visual displays
- Managed cash deposits
- Coached and mentored a team of new employees

Education



University of Mindanao

Bachelor Of Science in Education , Special Education and Teaching

2018 - 2022



STI College

Information and Technology in E- Commerce

2003 - 2005



University of Mindanao

Bachelor of Science in Management Accounting

2000 - 2002



STI College

E-commerce, E-commerce

Licenses & Certifications

mr. outsource university virtual bootcamp



Basic K-12 Training - 51Talk



Certification of Master Teacher A - 51Talk



51 Talk Young Learners Teaching Techniques and Manipulatives - 51Talk



YLS level 2 - 51Talk

New Concept English Specialist



Walk the 51talk e-Educator's Conference 2 - 51Talk

Certificate of Participation



BRIDGES Course Training - 51Talk



Specialization-JK12 - 51Talk



Certified Baker: Bread and Rolls (CB) - TESDA: Technical Education and Skills

Development Authority

Skills

Customer Satisfaction • CorelDRAW • HR Management • Bilingual Communications • General Administration • Company Secretarial Work • Logo Design • General Office Skills • Corel Draw • Microsoft Excel