

JENNIFER S. TAYLARAN

Talent for administration, attention
to details and systematic

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SUMMARY

Articulate teaching professional in the education and administration management field with extensive academic and industry trend experience and focus on positively contributing to department success. Established expertise in consistently showcasing a keen focus on details and employing a systematic methodology, guaranteeing accuracy and effectiveness in various tasks.

EDUCATION

Univeristy of Mindanao

Doctor of Education in Philopsophy
May 2021

St. Mary's College of Tagum, Inc

Master of Arts in Education
March 2017

Bachelor of Secondary Education
March 2013

SKILLS

- Strong organizational and time management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as a part of a team
- Detail and able to handle multiple tasks simultaneously

CERTIFICATIONS

- National Certificate for Food and Beverages Services NCII
- Philippine Professional Licensed Teacher
- Junior and Senior High School Certified Teacher - Master Teacher IV

PROFESSIONAL EXPERIENCE

Senior High School Teacher & Cluster Head

June 2016-Present

- Delivered course lectures using modern technology to enhance student comprehension
- Manage teachers, parents and clients under my cluster
- Administered and graded test and assignments to evaluate student performance and monitoring progress
- Designed collaborative learning exercise to capitalize on students resources skills
- Work Immersion Coordinator for Senior High School

Junior High School Teacher & Part-time Admin Staff

January 2014- May 2016

- Utilized modern technology to deliver course lectures, enhancing student comprehension
- Effectively managed teachers, parents, and clients within my assigned cluster
- Administered and assessed tests and assignments to gauge student performance, closely monitoring progress
- Designed and implemented collaborative learning exercises to harness and capitalize on students' diverse skills and resources

QUALIFICATIONS

- Responsible
- Willing to learn and adapt if there is new opportunity
- Multi-tasking abilities
- Organizational Proficiency
- Technology competence
- Collaborative team player