

# Eman B. Felipe, LPT

Puerto Princesa City, Philippines

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Licensed Professional Teacher | Accredited Theoretical and Practical Driving Instructor | Manager

## Professional Summary

Experienced educator and driving instructor with a passion for fostering a positive learning environment. Dedicated to promoting safe and responsible driving practices with strong communication and interpersonal skills to facilitate positive student-teacher relationships. Eager to apply expertise in a new and dynamic work environment.

## Relevant Skills

- Effective Communication Skills
- Microsoft Office Proficiency
- Hard worker & learns quickly
- Safety Awareness
- Good Interpersonal Skills
- Continuous Learning
- Adaptability and Creativity
- Flexibility
- Team player
- Physically fit
- Works under pressure
- Crisis Management

## Work Experience

2020 – current

### Theoretical and Practical Driving Instructor

#### RVL Driving School | Alcoan Driving School | Palawan, Philippines

- Received consistent positive feedback from student and parents, with a 93% satisfaction rate on post-training surveys highlighting effective communication and teaching methods.
- Effectively supervised and supported students, including those with anxiety and minimal knowledge, resulting in an impressive 95% success rate. Monitored individual progress of each student.
- Maintained detailed records of customer interactions and feedback while consistently providing outstanding service.
- Assisted in the development and implementation of theoretical courses for student by introducing fun activities and technologies for better learning experience.
- Implemented effective methods to meet work schedules in practical driving lessons, ensuring efficient and timely instruction for learners.

2019 - 2020

### Manager

#### Solrac Medical & Diagnostic Center Medical Services | Palawan, Philippines

- Supervised personnel providing assistance and support to patients and clients during their scheduled appointments and Co-ordinates the daily activities of staff.
- Trains personnel to be organized and welcoming, making good impression on patients and visitors.
- Helped make work smoother by setting up standardized administrative procedures.
- Maintains organized and tidy records, ensuring that filing is consistently up-to-date.
- Prepares and submits daily and monthly reports.

2017 - 2018

### Watchmen

#### Ospital ng Palawan (Provincial Hospital) | Palawan, Philippines

- Ensured that security protocols and hospital procedures are followed to enhance the safety of the hospital premises. Successfully reduced unauthorized access and potential security threats.
- Responded promptly to incidents, accidents, or security breaches, minimizing potential risks, and ensuring swift resolutions. Collaborated with local authorities when necessary to address more serious incidents.
- Worked closely with other security personnel and hospital staff to create cohesive and proactive security team. Ensured strict compliance with hospital security policies and procedures.
- Assisted patient's families and visitors by providing instructions, directions, information, and guidance within the hospital premises.

2015 – 2016

### Loan Officer

#### Taytay sa Kauswagan Inc. | Palawan, Philippines

- Successfully increased loan approval rates by implementing a more efficient and streamlined applications process. Developed strategies to assess and approve eligible applicants promptly.
- Established strong relationships with clients, gaining their trust and confidence in the loan application process. Received positive feedback and referrals from satisfied clients.
- Demonstrated strong risk assessment skills, effectively evaluating applicants' financial situations to minimize loan defaults.

## Education and Eligibility

Bachelor of Elementary Education, Palawan State University, Palawan Philippines | 2023

Licensed Professional Teacher, Licensure Examination for Teachers, Professional Regulation Commission, Philippines | 2023