

Cecile Stephan S. Sam
samstephan20@gmail.com
+6397723330210

Dear Ma'am/Sir;

Greetings!

I am writing to express my keen interest in the Early Childhood Educator Assistant position advertised on the CPNIS - Canadian Provincial Nominee & Immigration Services Facebook page. With a background in teaching and office management, I am confident in my ability to contribute effectively to your team.

During my tenure at University of Mindanao Tagum College, I honed my skills in teaching, office administration, data entry, and document management. My experience has equipped me with the ability to handle various responsibilities concurrently while ensuring the smooth progression of educational programs.

Recognized for my meticulous attention to detail and strong communication capabilities, I thrive in collaborative environments. I am adept at working independently and possess the empathy required to support both colleagues and students effectively.

I am enthusiastic about the prospect of bringing my skills and dedication to your organization, and I am prepared to assist in maintaining efficient office operations, managing schedules, and contributing to the attainment of your team's objectives.

Attached is my CV for your perusal, providing comprehensive details of my professional background. I am eager to discuss how my qualifications align with the requirements of your company. Thank you for considering my application. I look forward to the possibility of further discussing my candidacy with you.

Sincerely,

CECILE STEPHAN S. SAM

CECILE STEPHAN S. SAM
+639772333021
samstephan20@gmail.com
Davao de Oro, Philippines, 8806

PROFESSIONAL SUMMARY

Experienced and conscientious educator with seven years of dedicated service, offering efficient and structured assistance to executives and teams. Skilled in managing diverse teaching responsibilities, from student instruction to document administration. Proficient in leveraging office software and resources to optimize workflows and boost efficiency. Possesses excellent communication and interpersonal abilities, coupled with a steadfast commitment to upholding confidentiality and professionalism. Demonstrated capacity to thrive in dynamic settings and provide exemplary academic assistance to achieve organizational objectives. Eager to apply my expertise and passion to a progressive company..

WORK EXPERIENCE

Pollution Control Officer

University of Mindanao Tagum College - Philippines, 8806

January 2024 - Present

- Stay up-to-date with local, state, and federal environmental regulations and ensure that the organization complies with all relevant laws and standards.
- Conduct regular inspections and assessments of facilities, operations, and processes to identify potential sources of pollution.
- Monitor emissions, discharges, and waste management practices to assess their environmental impact.
- Maintain accurate records and documentation related to environmental compliance, inspections, and monitoring activities.
- Prepare and submit reports to regulatory agencies as required, including permit applications and compliance documentation.
- Develop and implement pollution prevention and reduction strategies, such as waste minimization programs and pollution control technologies.
- Educate and train employees on environmental regulations, pollution control measures, and best practices to ensure compliance and awareness.
- Conduct internal environmental audits to assess the organization's environmental performance and identify areas for improvement.
- Analyze environmental data and trends to identify opportunities for improvement and risk assessment.

Teacher

University of Mindanao Tagum College - Philippines, 8806

October 1, 2017 - Present

- Conducts actual classroom instruction using various teaching methodologies.
- Implements, monitors, and assesses the students' learning using University's standard and criteria for evaluating students' performance.
- Participate actively in the regular review or update of curricular offerings as well as various unit projects and other co-curricular activities.
- Participates in the faculty development program of the University.
- Participates in all relevant community extension services and social action of the College.
- Ensures timely preparation and submission of students' grades as well as other reports required by the University.
- Attends all meetings and University functions where faculty attendance is required, especially baccalaureate and graduation ceremonies.

EDUCATION

Bachelor of Secondary Education major in Social Studies

Licensed Professional Teacher

Arriegado College Foundation, Inc.- Davao del Norte, Philippines 8100
2018

Bachelor of Science in Business Administration major in Marketing Management

University of Mindanao Tagum College - Davao del Norte, Philippines
2010 - 2014

TRAININGS AND SEMINARS

Certificate of Participation - Training for the Project Implementation of OPM “6.26 Handling of Hazardous Waste” and Presentation of Solid Waste Management Plan

October 12, 2023

Davao City, Philippines

Certificate of Training Completion - 5-Day Online Training Course for Pollution Control Officers (PCOS)

June 23, 2023

DENR - EMB, Philippines

Certification of Participation - Orientation on Electronic Submission of Documents for Program Monitoring and Evaluation Conducted by CHED RO XI

August 9, 2019

Digos, Philippines

Certification of Participation - Mental Health Awareness in the Work Place

July 27, 2018

Davao City, Philippines

Certification of Participation – The Future of Work and Bridging the Industry- Academe Skills Gap

July 26, 2019

Davao City, Philippines

2-Day HERMES Project: Customer Service Excellence and Work Productivity

January 24-25, 2018

Davao City, Philippines

REFERENCE

SUZETTE M. BANTA

Administrative Assistant

Office of the Student Affair

University of Mindanao Tagum College

+639499151966

MELIZA M. LAGURA

HR Assistant

Human Resource

University of Mindanao Tagum College

+639454703309