



# CATHERINE DEL ROSARIO

Elementary Teacher - LPT

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cathydelrosario1319@gmail.com

Phase 1 Block 33 Lot 28  
Southville 3 Poblacion  
Muntinlupa City

## EDUCATION

### Bachelor of Elementary Education

Pamantasan ng Lungsod ng Muntinlupa

1999-2003

**Eligibility: Licensed Professional Teacher - 2003**

## EXPERTISE

Science and Technology

Investigatory Project

Quiz Bee Trainer

## LANGUAGE AND SKILLS

English, Tagalog and Basic Arabic

Philippines and UAE Driving License

## Experience

Sept. 2010 - Dec 2023

ATLANTIC SHIPPING GROUP DWC LLC

### Executive Assistant to the CEO

June 2008 - August 2010

AV Corporation FZC

### Executive Assistant to the General Manager

Serve as the executive key point person by coordinating sector related business units and other facets of the company. Execute various administrative tasks, including travel arrangements, ( Domestic and International) Scheduling, submission of expense reports, and other correspondence. Ensured follow-through all discussed items in meetings, with updates being incorporated into reports. Follow attainable project timelines and keep teams on task to complete goal on time. Acted as frontline in dealing with public relation, boosting the organization's credibility. Devising and maintaining office systems, including data management and filing; Arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations; Screening phone calls, enquiries and requests, and handling them when appropriate

May 2006 - May 2008

Landmark Group FZC

### Learning Facilitator

Uses a range of appropriate strategies aligned to learning objectives and assessment practices. Delivers clear and explicit instructions using vocabulary which is appropriate to the learner's ages, language levels and interests. Promotes learner reflection in order to enhance learning and gain feedback on learner progress.

June 2003 - April 2006

### Sucat Elementary School Main - Deped Muntinlupa Elementary School Teacher

Establishing and enforcing rules of behavior for students in the classroom Preparing lessons, units and projects to complete learning objectives Establishing and communicating clear objectives for lessons, units and projects Adapting teaching methods and materials to meet the interests and learning styles of students Encouraging students to explore learning opportunities and career paths Creating, assigning and grading various assessments for students, including tests, quizzes, essays and projects Working with students one-on-one when they need extra help or attention Tracking and evaluating student academic progress Leading parent-teacher meetings Maintaining positive relationships with students, parents, coworkers and supervisors Managing student behavior Creating a safe, respectful and inclusive classroom environment Communicating regularly with parents Helping students improve study methods and habits Administering tests to evaluate students' progress

## Reference

Amieliyn Dig

Guidance Coordinator

Phone: +639619104943

Bayanan Elementary School Main

Mr Ahmed Saeed

CEO

Phone: +971502731951

Atlantic Shipping Group DWC LLC