

TIA AZARRAGA CLARITO

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📍 20B, Po Garden, 9 Brewin Path, Mid-Levels, Hong Kong

Profile Summary

Dedicated and versatile professional with a diverse background spanning roles as a Domestic Helper, Counter Cashier, and Preschool and Special Education (SPED) Teacher. Possessing a unique blend of interpersonal skills, adaptability, and a passion for nurturing growth and development in others. Proven ability to thrive in fast-paced environments while maintaining a high level of professionalism and attention to detail. Experienced in fostering inclusive and supportive learning environments for both typically developing children and those with special needs. Adept at effectively managing multiple responsibilities and communicating with individuals from various backgrounds. Committed to continuous learning and making a positive impact in every role undertaken.

Work History

Domestic Helper

February 2019 – Present

Helen Tsang | Po Garden 9Brewin Path Mid Level Hongkong

- Cleaning and maintaining the household, including sweeping, vacuuming, mopping floors, dusting surfaces, and tidying up rooms.
- Doing laundry, including washing, ironing, folding, and organizing clothes and linens.
- Washing dishes, cleaning kitchen appliances, and maintaining kitchen cleanliness.
- Grocery shopping and running errands as needed.
- Cooking meals according to provided recipes or instructions, and ensuring kitchen hygiene and food safety standards are met.
- Providing companionship and assistance to elderly or disabled family members, including helping with personal care tasks and medication reminders.
- Performing basic household maintenance tasks, such as changing light bulbs, fixing minor repairs, and reporting any maintenance issues to the homeowner.
- Following instructions from the employer and adapting to their preferences and routines.
- Communicating effectively with the employer and other household staff to ensure smooth coordination and workflow.
- Adhering to safety protocols and guidelines to prevent accidents and injuries in the household.

Counter Cashier

June 2019 – November 2019

SM North EDSA | North Avenue, Quezon City, Philippines

- Greet customers in a friendly and professional manner as they approach the counter.
- Receive payments from customers for purchases accurately and promptly.
- Operate cash register and handle cash transactions efficiently.
- Scan and bag items purchased by customers.
- Ensure the correct amount of change is given to customers.
- Answer customer inquiries regarding prices, products, and store policies.
- Maintain cleanliness and organization of the counter area.
- Follow all cash handling procedures and security measures to prevent theft and errors.
- Handle returns and exchanges according to store policies.
- Adhere to all company policies and procedures regarding customer service and cash handling.
- Maintain a positive attitude and uphold the image and reputation of SM North EDSA.

Preschool and SPED Teacher

June 2016 - March 2019

Little Miracles Child and Development Center | Banica Roxas City, Philippines

- Develop and implement individualized education plans (IEPs) for students with special needs.

- Adapt curriculum materials and instructional strategies to meet the diverse needs of students with disabilities.
- Provide direct instruction in academic subjects, life skills, and social-emotional development.
- Plan and implement developmentally appropriate activities and lessons for young children.
- Create a safe and nurturing learning environment conducive to early childhood education.
- Foster social, emotional, cognitive, and physical development through play-based learning.
- Assess and monitor the progress of each child, adjusting teaching strategies as needed.
- Collaborate with parents and caregivers to support children's learning and development.
- Maintain accurate records of student attendance, behavior, and academic achievements.
- Participate in professional development opportunities to stay updated on best practices in early childhood education.
- Ensure compliance with state regulations and licensing standards for preschool programs.

Skills and Qualifications

- **Effective Communication:** Ability to convey ideas clearly and concisely, both verbally and in writing.
- **Problem Solving:** Proficient in identifying issues, analyzing alternatives, and implementing effective solutions.
- **Critical Thinking:** Capacity to evaluate situations, gather relevant information, and make reasoned judgments.
- **Time Management:** Skillful at prioritizing tasks, organizing schedules, and meeting deadlines efficiently.
- **Adaptability:** Flexible in adjusting to changing circumstances and learning new concepts quickly.
- **Collaboration:** Able to work effectively in team settings, fostering cooperation and achieving shared goals.
- **Leadership:** Capable of guiding and motivating others towards achieving objectives, with strong decision-making skills.
- **Attention to Detail:** Attentive to accuracy and precision in tasks, minimizing errors and ensuring quality outcomes.
- **Creativity:** Innovative thinking to generate fresh ideas, approaches, and solutions to challenges.

Educational Background

Bachelor of Elementary Education (General Education) 2012 - 2016

TERTIARY | Capiz State University | Bailan Pontevedra Capiz, Philippines

- **Board Passer of Licensure Examination for Teachers (LET) (2016)**

Maayon National High School 2008 – 2012

SECONDARY | POB. Tabuc Maayon Capiz, Philippines

Balighot Elementary School 2002 – 2008

PRIMARY | Balighot, Maayon, Capiz, Philippines

Language

English

Filipino

Character References

Available upon request.