

# **AYESHA LYNN P. RODRIGUEZ**

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## **OBJECTIVE:**

To be able to work in a reputable company that will best commensurate my abilities, skills, energy and enthusiasm for future growth and advancement.

## **SUMMARY QUALIFICATIONS:**

- 5.11 years experience as a Assistant Nursery Supervisor/ Teacher Assistant
- 2 years experience as Secretary and a Receptionist
- 7 months experience as a Research Associate
- BS in Electronics and Communication Technology graduate
- Paediatric First Aider
- Computer Literate (MS Office, PowerPoint and Excel)
- Deadline and detail-Oriented
- Food Safety and Handling passer
- Flexible and Adaptable
- Enjoy working with children
- Patience and Sense of Humour
- Ability to manage group and deal with different behaviour

## **WORK EXPERIENCES**

### ***Position: Assistant Nursery Supervisor***

#### **Company: Pony Nursery**

Address: Khalifa City A, Abu Dhabi, UAE

Date: October 12, 2020 - Present

#### **Duties:**

- Responsible for planning educational activities for the children.
- Making sure that the children are having fun and full of excitement when they are in nursery.
- Supervising and assisting children during snacks and meals.
- Encouraging the children to discover new things through learning and experimenting.
- Ensuring the children will have safe and supportive setting.

### ***Position: Teacher Assistant***

#### **Company: Step by Step Nursery Abu Dhabi**

Address: Villa 11 & 13, Huwelat Street, off Al Falah Street. Opposite of Al Bateen Mall-Abu Dhabi, UAE

Date: September 19, 2017- March 31, 2020

#### **Duties:**

- Assist the teacher with the implementation of classroom instruction based on the EYFS curriculum.
- Set up equipment and helping to prepare the classroom for lessons, tidy up afterwards and helping with displays.
- Provide support to children who need additional help with their work.
- Helps the children develop independent learning skills, manage their own learning and prioritize their time.

- Provide one-to-one and small group support to children who need it.
- Help the teacher to maintain a safe and organize classroom environment for the children.
- Look after children's needs, including dealing with playground accidents and caring for children who are upset.

***Position: Receptionist***

**Company: Vista Bus Rental**

Address: Mussafah Shabia 9, Building 101 Office No. M-02 Abu Dhabi, UAE

Date: May 27, 2017- September 18, 2017

Duties:

- Answers telephone inquiries and direct calls.
- Accept and relay messages.
- Prepare letters, quotations and documents.
- Receive and sort mail and deliveries.
- Maintains a safe and clean reception area by complying with procedures, rules, and regulations.
- Report problems to the Supervisor with suggestions for resolution.
- Sort and organize paperwork after entering data to ensure it is not lost.

***Position: Receptionist***

**Company: Madayaw Lending Investors, Inc**

Address: Door 6-A Mantex Arcade, A. Pichon St. Davao City, Philippines

Date: February 1, 2015 – September 2, 2016

Duties:

- Audit, collect and records the daily and monthly collections from the clients.
- Responsible for making the monthly reports.
- Preparing the financial statements.
- Receive payment by cash, check, credit cards.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is enough change.
- Greet customers entering establishments.
- Maintain clean and orderly checkout areas.

***Position: Research Associate***

**Company: Eli Global Philippines Resource Operations Center, Inc.**

Address: 2nd Fl. JY Square Discovery Mall Lahug, Cebu City, Philippines

Date: June 16, 2014- January 15, 2015

Duties:

- Collect and record the data through verifying email addresses.
- Research for doctor's information for patients' recommendation.
- Sends the updated version of ICD10.
- Outbound calls

***Position: Secretary***

**Company: ROOS International Construction and Resources Corp.**

Date: April 27, 2014-June 13, 2014

Duties:

- Responsible in making the reports.
- Monitors the workers attendance and their tasks.
- Attends the daily meeting after every job completion.

## ATTENDED SEMINARS

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Essential Food Safety Training Programme(Passer)	October 17, 2019
The Specific Measures for Perineal Care and Toileting	May 24, 2018
Pediatric First Aid Training	September 09, 2018
Basic PLC Programming	March 10, 2012
Industrial Sensors	March 10,2012
Instrumentation Principles of Measurement for Level Pressure, Temperature and Flow	January 16, 2014

## SKILLS

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- Flexible and Adaptable
- Enjoy working with children
- Patience and Sense of Humor
- Ability to manage group of children and deal with challenging behavior
- Basic Programming and Electronics
- Basic CADD
- Hardworking and Independent
- Good in verbal and written communication skills
- Computer Literate (MS Office and Excel)
- Can work in a group or independently

## EDUCATIONAL BACKGROUND

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**College:** **Bachelor of Science in Electronics and Communication Technology**  
Mindanao University of Science and Technology  
C.M Recto Avenue, Lapasan, Cagayan de Oro City *Year*  
*Attended:* 2010 - 2014

## REFERENCES

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Name: Jade Penketh  
Position: Manager  
Company: Steb by Step Nursery Abu Dhabi  
Contact #: +971 56 741 7649

Name: Gemma Briz  
Position: Admin Secretary  
Company: Pony Nursery  
Contact #: +971 50 192 3218

