

JOANA MARIE ALMEDA LLANTO



AL SADD, DOHA QATAR (ALMUFTAH Building PO BOX 875)

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PROFILE

- Purpose-driven educator with 6 years teaching experience (Elementary)
- Acquired relevant professional education, training, and licenses to teach
- With great exposure in Management, handling International websites, Reports, Administrative and Support roles. Well versed with MS Office (Word, Excel, Outlook, Publisher, PowerPoint and Visio)
- With over 9 years of work experience local and international.

WORK EXPERIENCE (DOHA, QATAR)

DIVISION SECRETARY (Secondary)

WEBSITE COORDINATOR

The English Modern School
Doha, Qatar
01 September 2014 – Present

TEACHING EXPERIENCE (PHILIPPINES)

Primary Teacher (Government School) October 28, 2009 – May 01, 2014
Laguna Resettlement Community School

Substitute Teacher July 24, 2009 – October 27, 2009
Estrella Elementary School

TRAINING/ SEMINARS ATTENDED (PHILIPPINES)

- Division Mass Training on the Implementation of K-12 Basic Education Program For Grade 2 Teachers In Public Elementary Schools (May 20, 2013 – May 24, 2013)
- School Roll Out on School-Based Management Seminar Workshop on the Development of Instructional Materials (May 08, 2013 – May 10, 2013)
- District Roll Out on Assessment and Rating of Learning Outcomes and Test Construction (K-12) - April 10, 2013 – April 11, 2013
- IT Literacy Training and Workshop (February 04, 2012 – February 11, 2012)
- Promethean Interactive Whiteboard Training (January 05, 2012 – January 06, 2012)
- Division Workshop on Evaluation of Instructional Plans in Science (October 27, 2011 – October 30, 2011)

EDUCATION

Bachelor's Degree 2007

Bachelor of Elementary Education

Laguna State Polytechnic University,
Philippines

ACHIEVEMENT

LICENSURE EXAMINATION FOR TEACHERS
(LET) PASSER - Registration No.: 0961672
December 19, 2007

INTERNATIONAL ENGLISH LANGUAGE
TESTING SYSTEM (IELTS)
(Test Report Form available upon request)

SKILLS

- Computer literate (all aspects especially MS Office, Movie Maker & Interactive Smartboard)
- Word Press
- Updating school websites / recruitment-advertisement sites
- FileZilla
- Management Skills
- Vetting candidates' application
- Time Management Skills
- Encoding - Editing
- Teaching any students' level or any office works
- Easily to adopt different culture and workplace

REFERENCES

JACO ANDERSON

jaco.anderson@emsdoha.net

(Secondary School Principal)

KAREN MAYOS

karen.mayos@emsdoha.net

(EMS Doha Learning Assistant)