

CAJAYON EDERLYN RAGUB

BLK 45, Lot 2 Westdale Villas Punta Dos Tanza Cavite

Email: teacherEdz.splc@gmail.com

Contact# 09389013090/09811611198



Objective Career: to gathered more knowledge and experience that will help me to utilized my skills to become a useful person and will help me to enhance my professional growth and to build a long- term career.

Work Experiences:

PRESCHOOL TEACHER AND CHILDCARE REARING (ages 3-4 years old)

Genius Manager Education Philippines Inc.

February 22, 2023 - Present

Lancaster City Imus Cavite

Duties and Responsibilities

- To prepare the lesson plan and deliver the lesson clearly face to face class.
- To maintain the cleanliness and orderly in classroom management
- To check the attendance and work of every student
- To encode and record student scores and grades
- To take note the day-to-day task and student's behavior
- To teach them how to take care of their selves and belongings
- To teach them how to use the bathroom properly
- To create a conducive classroom environment for the students
- To maintain inventory system for classroom materials and supplies
- To facilitate various activities for children like *songs games and storytelling*.
- To help children to develop milestones
- To maintain the positive relationship of children and parent
- To attend children's needs like changing diaper, prepare milk and food
- To make sure their checklist needs in taking medicines or vitamins and Nap time

Full Time online tutor (ages 4 to 7 years old)

Teach Edz Little Star Tutorial Services

September 2020- December 2022 (during pandemic)

Marikina City

Duties and Responsibilities

- To prepare and deliver lessons to improve and continue the learning through online specifically in Reading, Math and Writing.
- To enhanced reading and writing in various activities like singing on karaoke screen and worksheet activities.
- To contributes to the student, the learning growth and advancement.
- To help assist them in the new normal way of learning
- To make the student comfortable and to adapt the distance learning approach.
- To let the student, explore the technology through integration

Preschool Teacher (ages 4-5 years old)

Saint Pio Learning Center Marikina City

July 1, 2019 -July 17, 2020

Duties and Responsibilities

- To prepare the lesson plan and deliver the lesson clearly face to face class.
- To maintain the cleanliness and orderly in classroom management
- To check the attendance and work of every student
- To encode and record student scores and grades
- To take note the day-to-day task and student's behavior
- To teach them how to take care of their selves and belongings
- To teach them how to use the bathroom properly
- To create a conducive classroom environment for the students
- To maintain inventory system for classroom materials and supplies
- To facilitate various activities for children like songs games and storytelling
- To help children to develop milestones
- Maintain the positive relationship of children and parent

Educational background:

Tertiary: BACHELOR OF ELEMENTARY EDUCATION
MAJOR IN EARLY CHILDHOOD
ICCT COLLEGES CAINTA MAIN 2013 – 2018

- ***Most Student Proficiency Awardee***

Training: TESDA NCII TECHNOLOGY INTEGRATION AND BASIC COMPUTER SKILLS

License: BOARD PASSER LICENSURE EXAM FOR TEACHERS 2019

Secondary: STA. ELENA HIGH SCHOOL 1996 – 2000

Elementary: MALANDAY ELEMENTARY SCHOOL 1990 – 1996

PROFESSIONAL SKILLS:

- Computer Literate
- Good written and verbal communication
- Critical thinker
- Ability to work in team driven environment
- High level of maturity and responsibility
- Highly resourceful, objective and reliable
- Sound time management skills

Personal Information:

- Age: 40
- Born: May 23,1983
- Birthplace: Vigo Lubang Occidental Mindoro
- Gender: Female
- Religion: Roman Catholic
- Height: 5'3
- Weight: 58kls

Family Background:

- Parents: Eduardo T. Cajayon – Auto Mechanic
Zenaida R. Cajayon – Housewife
- Children: Janilyn Cajayon Guevara age 22
Earl Joseph Cajayon Guevara age 19
Carl Joshua Cajayon Guevara age 18
Jasmine Cajayon Guevara age 15
- Husband: Joseph Mendoza Guevara age 40 OFW

Character References:

Ms. Claire Federico	Branch School Manager	Genius Manager Education Inc.	09171556640
Francisco Tapia	Teacher	Sta. Elena High School	09991693711
Jay Enage	Founder Chairman	Baybayin Buhayin Inc.	09279372842

I hereby certified that all information is true and correct.

SSS number: 33-7699993-6
Phil health: 19-089981593-2
TIN number: 222-913-322-000
License no: 1761833



Applicants signature

