CHIARA ANGELA QUICO

CONTACT

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23 Gorham Street, Tingalpa
Queensland 4173

EDUCATION

- **Certificate III in Early Education and Care** (On Going)
  Mastery Institute of Australia
  Queensland, Australia
- **Graduate Diploma of Management**
  Vibe College (Brisbane City, Australia)
- **Doctor in Mgt. major in Human Resource Management**
  (Completed Academic Requirements)
  University of San Jose Recoletos
  Cebu City, Philippines
- **Master of Business Administration**
  Saint Theresa College of Tandag, Inc
  Tandag City, Philippines
- **Bachelor of Secondary Education**
  (Unit Earner)
  Saint Theresa College of Tandag, Inc
  Tandag City, Philippines
- **Bachelor of Science in Hotel and Restaurant Management**
  Philippine Women's College of Davao
  Davao City, Philippines

SKILLS

- Organised
- Communication
- Teamwork
- Work Ethics
- Attention to Detail
- Cleaning Services

I, Chiara Angela Quico, am committed, self - driven and learner - oriented with eight years of experience in teaching and coordinating. Seeking a career opportunity that would provide exceptional service, create positive experiences, foster connections, pursue a passion for service, and embrace the industry's dynamic environment that leaves a lasting impact on the organisation.

WORK EXPERIENCE

Educator — **July 2023 - Present**
Avenues Early Learning Centre
Responsible for maintaining an organised, clean environment that is hygienic and safe for children, assisting the teacher with the execution of learning activities and providing additional help to children if needed.

College Instructor — **June 2015 - July 2023**
North Eastern Mindanao State University
Uses impactful teaching methods to foster real - world application and critical thinking. Ensures an inclusive classroom that promotes student collaboration and self - driven learning.

Research Coordinator — **August 2019 - May 2023**
North Eastern Mindanao State University
Department of Hospitality Management
Responsible for overseeing and managing all aspects of research study - related activities.

Activity Coordinator — **May 2017 - Dec 2022**
North Eastern Mindanao State University
Community - Based Life Skills Education of Successful Interaction

OIC - Human Resource Officer — **June 2013 - March 2015**
Assisted in project planning and ensured adherence to established work scope, protocol, and regulatory guidelines. Develops and maintains efficient recordkeeping systems and procedures to provide accurate and organised documentation.

LICENSE

- License Professional Teacher (Philippines)

VOLUNTEER EXPERIENCE

Medical Aide Volunteer — **August 2018 - March 2023**
Philippine Red Cross
Help disaster victims, provide care and comfort to ill and injured service members and veterans, teach others lifesaving skills such as First Aid and CPR, help staff blood drives and much more.

LANGUAGE

Filipino

English