

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: August 16, 2023 – present
 - Position: Instructor I
 - Name of Office/Unit: Mathematics Department
 - Immediate Supervisor: Mrs. Daffodel Tayong
 - Name of Agency/Organization and Location: ACLC College of Ormoc City, Inc.
 - Summary of Actual Duties
 - Observed and assessed student performance to identify areas requiring for improvement.
 - Used effective teaching methods to assist with student development, including collaborative learning, positive reinforcement, modelling and explicit instruction.
 - Planned and implemented lessons utilising variety of teaching strategies to meet diverse student needs.
 - Differentiated instruction to customise lessons for student abilities and skill level.
-
- Duration: July 02, 2023 – August 11, 2023
 - Position: Part – time Instructor
 - Name of Office/Unit: Department of Physics
 - Immediate Supervisor: Professor Marlon Sacedon
 - Name of Agency/Organization and Location: Visayas State University
 - Summary of Actual Duties
 - Planned and implemented lessons utilizing variety of teaching strategies in delivering the concepts of Physics to Engineering students.
 - Facilitating laboratory activities and conducting appropriate and varied assessments to cater a variety of students.
-
- Duration: July 15, 2022 – May 30, 2023
 - Position: Classroom Teacher
 - Name of Office/Unit: Elementary Department
 - Immediate Supervisor: Ms. Jeanette Petines
 - Name of Agency/Organization and Location: Ormoc Se San School Inc.

- Summary of Actual Duties

- Observed and assessed student performance to identify areas requiring for improvement.
- Used effective teaching methods to assist with student development, including collaborative learning, positive reinforcement, modelling and explicit instruction.
- Planned and implemented lessons utilizing variety of teaching strategies to meet diverse student needs.
- Differentiated instruction to customize lessons for student abilities and skill level.
- Coached pupils' candidates for International Math Olympiads and produced results.

- Duration: April 11, 2019 – April 10, 2022
- Position: Assistant Restaurant Manager II
- Name of Office/Unit: Jollibee Ormoc Drive Thru
- Immediate Supervisor: Mrs. Nemie Aurora Petalcorin
- Name of Agency/Organization and Location: Coastalview Foods Corporation

- Summary of Actual Duties

- Recruited, hired and provided training for new trainers to complement workforce.
- Designs training schedules for other trainers to manage work shifts.
- Trained and mentored employees to maximize team performance.
- Conducted performance evaluations to assess skills and progress of employees.
- Coached and mentors junior team members, regularly assessing knowledge and skills gaps and implementing corrective action.
- Calculated costs of training programs to align with required budget.
- Kept and organized all documents regarding training and employee learning system as document custodian.

- Duration: January 02, 2019 – February 02, 2019
- Position: Timekeeper
- Name of Office/Unit: DBSN Farms
- Immediate Supervisor:
- Name of Agency/Organization and Location: Garcia Gasul Center Manpower Services

- Summary of Actual Duties

- Updated and maintained company payroll records.
- Reconciled monthly payroll, working closely with reporting team on net pay, advances and pensions.
- Supported end - to - end payroll for high-volume headcounts, processing accurately and efficiently.