



PROFILE

Inspiring Professor brings advanced skills and department leadership experience.

Goal-oriented to advance department, improve teaching and modernize courses. Detail-oriented team player with strong organizational skills.

Ability to handle multiple projects, simultaneously with a high degree of accuracy.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem solving.

CONTACT

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HOBBIES

Traveling
Photography
Baking
Social Media

MARK ANTHONY S. ALMANZOR

EDUCATION

B.S Airline Management

Royal Christian College
Cebu City, Philippines
2002

Caregiving Training

College of Maasin,
Maasin City So. Leyte Philippines
2022

MSHRM

University of Cebu Main Campus,
Cebu City, Philippines
2023- Present (On-going)

WORK EXPERIENCES

Saint Joseph College Full-time College Instructor

Maasin City, Southern Leyte, Philippines June 2023–Present

- . Designed course materials that aligned with learning objectives while also meeting diverse learning needs of the student population.
- . Incorporated real-world examples into lessons to make complex concepts more accessible and engaging for students.
- . Developed strong relationships with students through clear communication and active listening, fostering and inclusive classroom environment.
- . Maintained detailed records of student attendance, participation, and academic performance for accurate reporting and evaluation purposes.
- . Enhanced student comprehension by utilizing a variety of teaching methods, including lectures, discussions, and group activities.
- . Demonstrated strong personal and communication skills, resulting in clear subject matter discussion with students.
- . Used variety of learning modalities and support materials to facilitate learning processes and accentuate presentations.

Emirates Airlines – First/Business Class Lounges SENIOR AIRPORT SERVICES AGENT

Dubai International Airport- T3, UAE Oct. 2016–2020

- . Enhanced customer satisfaction by providing personalized services and addressing individual needs.
- . Managed guest billing accurately and efficiently by processing payments promptly upon checkout or service completion.
- . Assured smooth airport transitions by efficiently managing luggage handling and transportation services.

SKILLS

Student Engagement
Academic Writing
Research and Analysis
Course Planning
Faculty communication
Inclusive education
Student Motivation
Online Class Discussion
Subject matter expertise
Adaptable teaching

. Established rapport with loyal customers by remembering personal preferences and anticipating their needs during each visit.

. Resolved customer complaints swiftly professionally, demonstrating exceptional problem-solving abilities.

. Implemented strategies to increase lounge revenue through upselling premium services and amenities.

Emirates – Arabian Adventures TRAVEL CONSULTANT

Sheikh Zayed Road, Dubai City, UAE Jul 2008-2016

. Organized trips for individual, family and business travelers.

. Worked closely with clients to understand unique needs and meet specific travel desires.

. Maintained accurate records of bookings, payments, and client information for smooth operations and future references.

. Managed complex itineraries for multi-city trips, balancing client preferences with logistical constraints.

. Assisted clients in navigating visa requirements, and other travel documentation, minimizing potential issues during their trips.

. Collected, handled and documented payments for travel services and associated fees.

. Advised clients on visa, passport and security requirements relating destinations and confirmed flight details for each reservation.

Emirates Airlines -AIRPORT SERVICES AGENT

Dubai International Airport Terminal-3, UAE Aug. 2006-2008

. Enhanced customer satisfaction by providing timely and accurate flight information.

. Assisted in resolving ticketing issues by liaising between passengers and airlines' central reservation systems effectively.

. Streamlined boarding pass distribution through proficient use of computerized systems, minimizing wait times of passengers.

. Assisted passengers with check-in procedures, ensuring a smooth and efficient process.

REFERENCES:

Available upon request.

