



# MARA ALAO

Professional Teacher

## Profile

To enhance my professional skills in dynamic and fast paced workplace and seeking a responsible job opportunity for professional challenges.

## Work Experience

JP English – ESL Teacher

March  
2024 –  
March  
2025

- Preparing course materials and designing lessons covering all aspects of the English language.
- Assessing students and collaborating with fellow teachers.
- Creating a positive and inclusive classroom environment.
- Using a variety of teaching methods to engage students.

2022  
–  
2024

### Prime Megalith Ventures and Development Corporation

Sales and Marketing Staff

- Working with the wider development team.
- Assist in clients, prepare sales proposals, as well as analyze sales and marketing metrics.

2020  
–  
2021

### Franciscan College of the Immaculate Conception

Practice Teachig (On-the-Job-Training)

- Teach your own lessons, and observe your mentor teacher in their lessons.
- Participate in lesson planning, grading, and all the other aspects of teaching and classroom management.

2017  
–  
2019

### Mesa Grande Restaurant

Working Student

- Interact with guests to ensure exemplary service in an efficient manner.

2017  
–  
2019

### Franciscan College of the Immaculate Conception

Student Assisstant

- Assisting administrative personnel and professors in providing photocopies and filings.
- Performing administrative duties related to student's program.

## References

**Mrs. Marilyn Roguel**  
Moderator/Head in  
Math Club

**Ms. Genevieve Marie Bactasa**  
Head of College  
Education

## Education

### Bachelor of Secondary Education Major in Math

Franciscan College of the Immaculate  
Conception

2016 – 2021

## Skills

Computer Literate  
Work Oriented  
Proficient in MS Office Application  
Time Management  
Approachable  
Ability to work under pressure

## Certificates

- Sales Presentation and Pitching Techniques (09/2022 – 09/2022)
- Costumer Services Excellent (09/2022 – 09/2022)
- Sales Probing, Nego and closing (09/2022 – 09/2022)
- Costumer Complaint Handling (08/2022 – 08/2022)
- Proactive Sales and Marketing (07/2022 – 07/2022)

## Language

English