

MARA ALAO

Professional Teacher



09465161351



alaomara26@gmail.com



241 Brgy. Cogon Baybay City, Leyte

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

Profile

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



Work Experience

Visayas State University - DPFOIS

Clerk

- ◆ Responded to inquiries and coordinated with internal departments regarding data privacy matters..
- ◆ Assisted in drafting and disseminating memorandums, notices, and reports related to privacy policies. Organized and filed data protection-related documents for easy retrieval and secure archiving.

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.

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.

Mesa Grande Restaurant

- ◆ Working Student

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

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 in Math

Ms. Genevieve Marie Bactasa

Head of College