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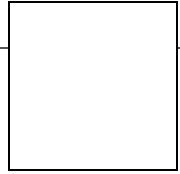
## **Ma. Rose Karen H. Teves**

khaye,teves@gmail.com

**09958717301**

City Address:

39 BLISS Brgy. Bagong Buhay Ormoc City



### ***Summary:***

Seasoned Counselor with 10+ years experience in handling group and individual counseling to Children and adults with diverse needs, Family and Marital Counseling. Knowledgeable in case management, behavioral assessments, stress management, crisis intervention and other Counseling Techniques. Compassionate and friendly demeanor with the ability to work with team of Counselors.

### ***Areas of Experience***

- Counseling
- Training
- Project Management
- Customer Service
- Social Media Marketing

Other Skills:

- Knowledgeable in Microsoft Office Suite
- Typing Speed of 60 WPM

### ***Educational Background***

#### **Masters in Special Education**

*Major: Mental Retardation (24 units)*

**CEBU NORMAL UNIVERSITY**

**June 2003 - 2006**

**University of San Carlos, Cebu City**

**Bachelor of Science in Psychology**

**1998-2002**

**Thesis: Interpersonal Relationship of Adolescent Incest Victims**

### ***ELEGIBILITY:***

Civil Service Professional

### ***Professional Experience***

**Academic Supervisor**

**BusyBee PlaySchool –SMEAG Global Educ. Inc**

**E. Osmena cor Bataan St. Guadalupe, Cebu City**

**June 2016- June 2020**

## **Job Responsibilities**

- Provide professional development
- Mentoring and coaching to Staff Development Teachers
- Equipping them to set and deliver training and coaching to teachers in line with job-embedded staff development priorities to meet the needs of district educational goals
- Develop and disseminate innovative and successful school improvement practices
- Coordinates system-wide staff development initiatives relative to curriculum and instruction and activities through the implementation of a comprehensive training calendar – including the development, implementation, monitoring, and revision of workshops
- Works directly with cross-departmental teams to align job-embedded professional development for implementation in the schools
- Support the mission of the Office of Curriculum and Instruction by providing professional development and training equipping school staff
- Facilitates the progress, design and delivery of district wide academic matters
- Supports all elements of the instructional program and directly supervises instructional staff
- Conducts the instructional portion of staff training and assists with preparations for student arrival
- Helps in marketing strategies to maintain influx of students and quality is met
- Visits classes regularly and provides feedback to the instructional staff.
- Conducts regular staff meetings
- Reports all academic concerns to the on-site director or site manager and confers regularly with the on-site administrative team and the main office to discuss student and site issues
- Assist in managing schedule, student payroll, rooms and instructional supplies for workshops and other study programs
- Develop and manage comprehensive academic support program
- Work with parents, teachers and counselors to address students' behavioral, academic, and other problems
- Assist in updating lesson content and instruction methodology
- Assist in development of training modules and programs
- Coordinate with teachers and center coordinators to develop lesson plans and Materials

**Project Coordinator/Counselor/Trainer**  
**UGAT FOUNDATION INC.**  
**2/F ISO Ateneo De Manila University**  
**Loyola Heights Quezon City**  
**June 2008 – May 2016**

### **Job Responsibilities (Counselor)**

- Conducted individual and group counseling sessions implementing behavior management systems and conducting crisis intervention counseling as necessary
- Developed and monitored ongoing performance contracts and strategies coordinating and scheduling all other clinical services to ensure appropriate utilization of continuum
- Provided family counseling services contributing to overall case management of clients
- Contribute to weekly treatment team staffing collaborating with colleagues to ensure strongest treatment plan for each patient

### **Counseling Experience**

- Counseling and Assessment of Problematic Teens and Kids
- Marital and Family Counseling
- Individual counseling ofw children
- Group Facilitator/Counselor

### **Job Responsibilities**

#### **Project Coordinator**

#### **UGAT – OWWA OFW REPATRIATION PROJECT**

**December 2008- May 2016**

- Provide project administration and program management support, including organizing logistics for and attending meetings, preparing and disseminating meeting notes, developing information materials.
- Organizing Monthly Schedule of Volunteer Counselors
- Organizing Monthly Visits for OWWA Halfway House
- Organizing Quarterly Training and Evaluation of Volunteer Counselors
- Preparing Monthly Reports and Billing for OWWA Repatriation Department
- Preparing for Logistics needs f, such as Ticket and hotel Bookings for out of Town trainings.

### **Job Responsibilities (Training Coordinator)**

- Program Module Development and Design based on Needs Analyses of Target Audience
- Budget and Staff Proposal according to Project demands

- Coordinates with different departments to achieve desired results and Evaluates Staff Competence and Performance
- Inspects and Prepares necessary tools, documents and materials for Projects handled including activities that promote other aspects and branches of UGAT Foundation
- documents every seminar conducted, which would include a progress report, evaluation report and financial report
- responsible for developing and conducting trainings, seminars, workshops and learning sessions geared towards continuous development of the clients served
- Design and Facilitate learning Modules
- Assesses Training needs through surveys and interviews with client's employees, consultation with corporate Managers.
- Obtains, organizes and develops training procedure manuals, guides or course materials such as handouts or visual materials
- Provide follow up feedback sessions/counseling/coaching sessions for training Participants as requested by the Corporate clients.

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**Project Associate**  
**BAYANING PILIPINO AWARDS**  
**UGAT FOUNDATION INC.**  
**June 2008- March 2015**

- Responsible for promotion of the program, reviewing nominations and validation of Nominees
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**Guidance Counselor**  
 St. Peter's College of Ormoc  
 Ormoc City, Leyte  
 June 2005- May 2008

**Job Responsibilities**

- Conducted orientation to new students regarding guidance and counseling services and its importance at the beginning of the school year.
  - Administered different tests to different year levels in High School
  - Interpreted results to administrators, teachers, parents and students
  - Assisted students in Career Planning
  - Organized test materials to be used for the coming school year
  - Participated in planning of the guidance program and contributes to curriculum development through research
  - Provided group guidance and counseling service to the assigned year level
  - Assisted in data gathering and documentation
  - Conducted performance evaluation of teachers, staff and guidance services
  - Provided a mid-year and yearly evaluation of services rendered and the programs implemented to the guidance head
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**Reports Analyst**  
 Sykes Asia, Inc

Mandaue City, Cebu  
March 2004- June 2005

#### Job Responsibilities

- Accurately analyze and collect data for various types of business reports
- Create business reports that provide insight into key data points
- Communicate the results of data analysis in written and verbal form to managers

#### **Customer Service Representative**

SYKES Asia Inc.  
Mandaue City, Cebu  
September 2003- March 2004

#### **Account Executive**

WES Automation Corporation  
Lahug, Cebu City  
**March 2003- May 2003**

#### **Front Desk Clerk**

Hotel Asia Gena Corporation  
Don Jose Avila Street, Capitol Site, Cebu City  
January 2003- March 2003

#### **On-the- job Trainee**

Production and Human Resource Department  
Sun.Star Publishing Co. Cebu City  
June-September 2001

#### **On-the-job Trainee**

Guidance Department  
University of Cebu  
November- February 2002

#### ***Character Reference***

Mary Ann Patacsil  
Parenting Program Consultant  
UGAT FOUNDATION INC.  
Mobile:09178459370

Atty Emmeline Hwang  
Director  
SME Training Center  
Mabolo Cebu City  
09176313026

Fr. Nilo Tanalega SJ  
Founder/President

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nilosj@yahoo.com