

Alexis Bertulfo

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Experience

Mathematics Teacher

Phitsanulok Pittayakom School • Phitsanulok City, Phitsanulok

04/2004 - 04/2022

- Designed and delivered engaging mathematics lessons tailored to students' individual learning needs.
- Managed classroom behaviour effectively, creating a positive and conducive learning environment.
- Organized extracurricular math clubs to foster students' enthusiasm for the subject.
- Implemented differentiated instruction to meet the diverse needs of learners within the classroom.
- Assessed students progress through regular tests and assignments, providing constructive feedbacks.
- Adapted teaching strategies to accommodate remote learning requirements during periods of school closure.
- Facilitated group work and peer assessments to encourage collaborative learning among students.
- Attended professional development workshops to stay current with the latest educational strategies and technologies.
- Maintained accurate records of student attendance, grades and project reports.
- Made contribution to and engaged in extracurricular mathematics activities to provide students with additional learning opportunities.
- Established and maintained open lines of communication with students and parents to build trust and engagement.

Science Research Assistant

Visayas State College of Agriculture • Baybay City, Leyte

06/2001 - 12/2003

- Provided training to employees on newly installed, developed or upgraded database software.
- Established policies and procedures for database access and usage.
- Planned and implemented changes to computer databases for up-to-date and high functioning systems.
- Assessed customer needs and modified existing databases to meet specified client requirements.
- Streamlined data management processes by automating routine tasks.
- Provided technical support and training to staff on database management best practices.
- Led team meetings to discuss progress, challenges, and strategies for data management.

Science Research Assistant

Visayas State College of Agriculture • Baybay City, Leyte

06/1998 - 05/2001

- Produced printed materials to educate communities on dietary habits and nutritional needs.
- Entered data and managed caseloads using the Barangay Management Information System (BMIS).
- Engaged with key stakeholders, communicating complex nutrition information into simple messages relating to food and health.
- Coordinated intervention efforts to improve nutritional levels among individuals and communities.
- Organized and delivered individual and group sessions to educate users on nutrition.
- Devised and implemented programmes to boost impact of food and nutrition to human health.

Audio Visual Technician I

Visayas State College of Agriculture • Baybay City, Leyte

06/1992 - 05/1998

- Assisted in the development educational, engaging and innovative teaching materials for instruction.
- Prepared instructional materials in handbooks, visual aids and demonstration models.
- Developed training activities and produced instructional materials for Local Government Units, State Colleges and Universities in the region.

- Designed and updated training manuals, brochures and presentations to align with the objectives of the school.
- Provided instructional videos and other materials for the institution.
- Assist in inspecting computer items delivered to the College.
- Assist in the repair and maintenance of computer units and its accessories.
- Check and act as signatory in the request for repair of computer units of the College.

Clerk/Encoder

Eastern Shipping Lines, Inc. • Cebu City, Cebu

03/1990 - 05/1992

- Managed daily office operations and administrative support for senior management, enhancing organizational efficiency.
- Implemented new filing system, increasing document retrieval efficiency and reducing misfiles.
- Conducted data entry tasks with a high degree of accuracy, updating databases and maintaining up-to-date records.
- Supported the implementation of new office technology, training staff to improve workflow and productivity.
- Analyzed administrative procedures, recommending improvements to streamline operations and reduce costs.
- Prepared and dispatched outgoing correspondence, ensuring timely communication with clients and partners.
- Digitized important information to improve accessibility.
- Report daily van movements to the container yard manager.

Skills

Organizing Trainings/Events, Database Management, Computer Literate, Administrative Support, Teaching Experience, Classroom Management, Creative Problem Solver, Interpersonal Skills, Technical Coordination, Instructional Materials Design and Development, Community Organizing, Multilingual

Education

Diploma in Teacher Education

Ifugao State University • Nayon, Lamut, Ifugao

05/2015

- Graduated in the Diploma in Teacher Education Course

Computer Engineering

Cebu Central Colleges (now University of Cebu) • Cebu City, Cebu

03/1990

- Graduated in Bachelor of Science in Computer Engineering

Secondary Education

Cebu State College of Science and Technology (now CTU) • Cebu City, Cebu

03/1985

- Graduated in High School with Honors (First Honorable Mention)

Elementary Education

Mabolo Elementary School • Mabolo, Cebu City, Cebu

03/1981

- Graduated Elementary Education