



# MARY CRIS LLANO

DATA ENCODER

BRGY.PANGASUGAN, BAYBAY CITY,  
LEYTE, BAYBAY CITY, 6521

09489423108

marycrisdaing@gmail.com

## ABOUT ME

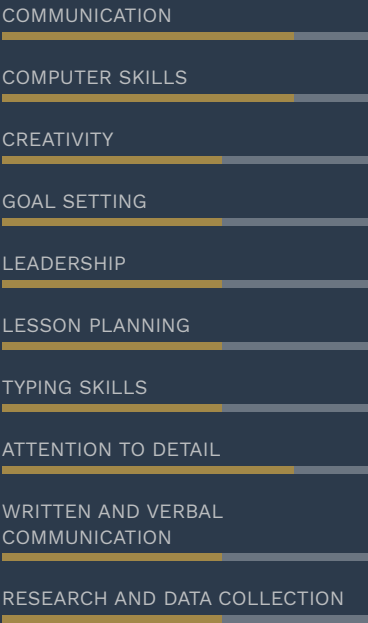
Dedicated and driven educator, with strong communication and interpersonal skills to to foster strong working relationships within the school community.

## EDUCATION

**BACHELOR OF SCIENCE**  
VISAYAS STATE UNIVERSITY /  
BAYBAY CITY / 2019

- Member of AbioScim Organization

## SKILLS



## LINKS

**skype account:**  
[live:.cid.fcb6cba0da79fb30](#)

**facebook account:**  
[Mcris Gniadz](#)

## LANGUAGES



## PERSONAL DETAILS

**Date of birth**  
07 Jan 1992

**Nationality**  
Filipino

**Marital status**  
Married

## WORK EXPERIENCE

### VISAYAS STATE

**UNIVERSITY**  
BAYBAY CITY  
Oct 2019 - Mar 2022

- DATA ENCODER**
  - Reviewed validation output and performed specified manual checks on data to evaluate consistency and completeness.
  - Processed student's documents by reviewing data for deficiencies and errors.
  - Maintained database by entering new and updated students' information.
  - Prepared source data for computer entry by compiling and sorting information.
  - Managed documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.

**SAINT PAUL'S S  
SCHOOL OF ORMOC  
FOUNDATION INC.**

ORMOC CITY  
Jun 2022 - May 2024

- Private School Teacher**
  - Establishing and enforcing rules of behavior for students in the classroom.
  - Preparing lessons, units and projects to complete learning objectives.
  - Establishing and communicating clear objectives for lessons, units and projects.
  - Adapting teaching methods and materials to meet the interests and learning styles of students.
  - Encouraging students to explore learning opportunities and career paths.
  - Creating, assigning and grading various assessments for students, including tests, quizzes, essays and projects.
  - Working with students one-on-one when they need extra help or attention.
  - Tracking and evaluating student academic progress.
  - Leading parent-teacher meetings.
  - Maintaining positive relationships with students, parents, coworkers and supervisors.
  - Managing student behavior.
  - Creating a safe, respectful and inclusive classroom environment.
  - Communicating regularly with parents.
  - Helping students improve study methods and habits.
  - Administering tests to evaluate students' progress.

## HOBBIES

READING, COOKING, EXERCISE, TRAVELING