



0963-584-4651

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F. Ablen St., Cogon, Ormoc City

# Summary

Attentive and adaptable teacher skilled in management of classroom operations. Effective in leveraging student feedback to create dynamic lesson plans that address individual strengths and weaknesses. Dedicated and motivated to encourage student growth through carefully monitored academic progress. Able to adapt to new situations and technologies with ease.

## Skills

- Excellent oral and written communication
- ICT competent
- Teaching, tutoring and counselling
- First aid administration
- Learning style asesessment
- Student assessment and achievement
- Student rapport
- Expertise in Physics and Mathematics subjects
- Creative lesson plan development
- Classroom management
- Critical Thinker
- Differentiated Instruction

# Languages

**English**   
Upper intermediate

**Filipino**   
Upper intermediate

**Kingsley Matugas**  
Licensed Professional Teacher

## Experience

July 2022 - May 2023  
Ormoc Se San School | Ormoc City, Leyte

## Classroom Teacher

- Observed and assessed student performance to identify areas requiring for improvement.
- Used effective teaching methods to assist with student development , including collaborative learning, positive reinforcement, modelling and explicit instruction.
- Planned and implemented lessons utilising variety of teaching strategies to meet diverse student needs.
- Established clear objectives for all lessons, units and projects to achieve universal success.
- Differentiated instruction to customise lessons for student abilities and skill level.
- Accepted coaching from fellow teachers and administrators to improve teaching quality.
- Coached pupils candidates for International Math Olympiads and produced results.

April 2019 - April 2022  
Jollibee Ormoc Drive Thru | Ormoc City, Leyte

## Assistant Restaurant Manager

- Recruited, hired and provided training for new trainers to complement workforce.
- Designs training schedules for other trainers to manage work shifts.
- Trained and mentored employees to maximise team performance.
- Conducted performance evaluations to assess skills and progress of employees.
- Monitored staff performance, continually seeking ways to improve team delivery for optimised financial success.
- Developed ongoing programmes using good team communication and collaboration.
- Coached and mentored junior team members, regularly assessing knowledge and skills gaps and implementing corrective action.
- Calculated costs of training programmes to align with required budget.
- Kept and organized all documents regarding training and employee learning system as document custodian.

January 2019 - February 2019  
Garcia Gasul Center | Ormoc City, Leyte

## Timekeeper

- Updated and maintained company payroll records.
- Reconciled monthly payroll, working closely with reporting team on net pay, advances and pensions.
- Supported end - to - end payroll for high-volume headcounts, processing accurately and efficiently.

## Education

June 2014 - December 2018  
**Bachelor of Secondary Education** | Physical Sciences  
 Visayas State University, Baybay City, Leyte

## References

**Nemie Aurora Petalcorin**  
Restaurant Manager,  
Jollibee Ormoc Drive Thru

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## Jeanette Petines

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