



# MARK JAY CABALO, LPT

## Math Teacher

### My Contact

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☎ 0948-192-8862

📍 Hilongos Leyte

### Hard Skill

- Create a lesson plan
- Implement student engagement activities
- Make a Table of Specification with examination questions
- Compute the students grade

### Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

### Education Background

- *Bachelor of Secondary Education in Mathematics*  
Visayas State University  
Completed in 2022
- *Science, Technology, Engineering, and Mathematics (STEM Strand)*  
Hilongos National Vocational School  
Completed in 2018
- *Major in Electronics Junior High School*  
Hilongos National Vocational School  
Completed in 2016

### References

- Ma. Rechel Kim L. Aure  
Academic Adviser  
0920-731-3902
- Roxie cC. Rocamora  
Owner, Amora Homebased Tutorial Services  
0917-149-6068

### About Me

Efficient educator who is capable of teaching students with mastery and competence. I acquired extensive knowledge, skills, a proper attitude and good moral values during my experiences that are essential for teaching learners. I am seeking and maintaining part-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

### Professional Experience

**Math Instructor**  
**VSU-Integrated High School**  
*January 2024 – May 2024*

Key responsibilities:

- Developed lesson plans that incorporated mandated topics and included immersive activities for student engagement.
- Design lessons on for students using various teaching methods and modern classroom technologies.
- Distributed test, paper, and homework assignment to students.
- Assisted in administering tests and other assessments to evaluate students progress.
- Monitores students progress to provide feedback on assignments and guidance on areas requiring improvement.
- Cultivated positive relationships with administration, teaching staff, and students.

**Human Recruitment officer**  
**Amora Homebased Tutorial Services, Cebu City**

*May 2023 – September 2023*

Key responsibilities:

- Maintaining Records. Keeping detailed records of candidate interaction, interviews, and hiring decisions in compliance with relevant laws and regulations.
- Interviewing. Conducting interviews, either in person or over the phone, to assess the candidate's skills, qualifications, and fit for the organization.
- Monitoring and supporting. Keeping the tutor or teacher in their daily productive sessions with their tutees.
- Prepare reports every month and communicate the insights from these reports to the broader business.

**Part-time Tutor/ Teacher**  
**Amora Homebased Tutorial Services, Cebu City**

*November 2022-March 2023*

Key responsibilities:

- Follow up on the assignments and tasks of the students.
- Demonstrated respect, friendliness, and willingness to help wherever needed.
- Strengthened communication skills through regular interaction. with tutees or students .
- Cultivate interpersonal skills by building positive relationships with tutees.

### Achievements

2022	Teaching Internship Proficiency Award Nominee Visayas State University-Main Campus
2019-2021	Public Information Officer in the Math Major Society
2019-2020	Auditor and Big Brod in the Mulberry Mens' Hall Dorm.
2015	Best in Electronics