



MA. THERESA M. CATAYOC
TEACHER

☎ 09158269129
✉ Matheresacatayoc03@gmail.com
📍 Don Potenciano Larrazabal Ormoc
City Leyte, 6541

CERTIFICATIONS

Professional Teacher license
1600473
120 hour Teach English as a
Foreign Language (TEFL)
certificate course
ADVANCED COMPUTER
LITERACY PROGRAM

SKILLS

- Reading and writing
- Effective Communication
- Interpersonal skills
- Time management skills
- Handling pressure
- Caring
- Modern Classroom Technology
- Can play instruments

CAREER OBJECTIVE:

Hard working professional with 3+ years of experience and proven knowledge of adaptive teaching methods, classroom management and field instruction. Aiming to leverage my skills to successfully fill any role at your company.

EXPERIENCE

BUSINESS DEVELOPMENT OFFICER

PERSONAL COLLECTION DIRECT SELLING/ April 2022-June 2023

1. Training Program Preparation and Implementation: Promotes all training programs to all dealers through branch postings, meetings, assemblies, and other gatherings Recommends promotional strategies and activities needed for dealers to increase branch revenues Recognizes active participation of dealers in training programs conducted Conducts training programs that focus on dealer development
2. Recruitment Monitoring: Assists and accommodates all new recruits endorsed by dealers Strategizes in-house promos and branch activities to increase the number of recruits Conducts fieldwork (Opportunity Meetings, House-to-House recruitment) whenever necessary
3. Facilitation of Branch Activities and Marketing Promotions: Prepares all logistics and materials needed for all branch activities Cascades branch activities and existing promos effectively through branch postings, text blasts and other branch gatherings Informs concerned dealers about branch activities Facilitates program and checks that line-up of activities are completed
4. Customer Service Welcomes customers warmly at all times; Promotes effective working relationships with dealers and fellow employees Maintains composure in dealing with difficult customers all the time

SECONDARY SCIENCE TEACHER

CCL CENTREX, Lapulapu City, Cebu/ July 2019- April 2022

- plan lessons in specific subjects and present them to students using creative teaching techniques in engaging ways daily.
- Assess the weaknesses, strengths, and abilities of every student each week and address them appropriately.
- Maintain obvious rules for a disciplined classroom that still allows students to feel comfortable asking questions and brainstorming.
- Adapt lesson plans when class sizes change or students are struggling with a particularly difficult concept.
- Report to department chair or administrator monthly regarding concepts you feel are or are not working, students who require special attention, or problems you foresee affecting the ability of students to learn.
- Understand the standardized state tests and adequately prepare students to pass them, building confidence in their ability to demonstrate what they have learned during the school year.
- Contact parents when necessary, communicating any special needs or concerns you feel their child needs

continuing education courses and attending regular training sessions for teachers.

- Offer praise and encouragement to students when they do well and when they are struggling and teach them that they have the power to do well in school no matter what.
- or complimenting a student on a good job in class.

ELEMENTARY SUBSTITUTE TEACHER

MONTERICO ELEMENTARY SCHOOL, Ormoc City, Leyte/
December 2018–January 2019

SECONDARY SUBSTITUTE TEACHER

IPIL NATIONAL HIGH SCHOOL, Ormoc City, Leyte/ October 2018–

EDUCATION

POSTGRADUATE: MASTER OF ARTS IN SCIENCE EDUCATION

PALOMPON INSTITUTE OF TECHNOLOGY, PALOMPON LEYTE
AUGUST 2018 PRESENT/ 12 UNITS

TERTIARY: BACHELOR OF SECONDARY EDUCATION MAJOR IN BIOLOGICAL SCIENCE

Eastern Visayas State University Ormoc City Campus
2016-2017

SECONDARY: PRIMONA HOLY INFANT ACADEMY INC.

POBLACION KANANGA LEYTE
2012-2013

ELEMENTARY: L. CABAUG ELEMENTARY SCHOOL

2008-2009

REFERENCES

WILLA MAE HIYOCA
SECONDARY TEACHER/ CCL CENTREX
FORMER CO TEACHER
09672249530

EXCEL ORRIS ANDRIANO
HAPPY CUSTOMER SUPERVISOR
FORMER COWORKER
09700898164

MARILOU CABELIDA
OFFICE CLERK/ ORMOC CITY HALL
FORMER TREASURER/ AUNT
09956018914