

Elaine Marie A. Maquimot

5th St. Silverhills Subdivision, Brgy. Luna, Ormoc City, Leyte 6541
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PERSONAL INFORMATION

Date of Birth	February 17, 1999
Place of Birth	Ormoc City, Leyte, Philippines
Age	23
Status	Single
Nationality	Filipino
Religion	Roman Catholic
I.D.	Philippine Passport PRC ID

EDUCATION

2015 – 2019	St. Peter's College of Ormoc Fr. Ismael Cataag Street, Ormoc City, Leyte Graduate <i>Bachelor of Elementary Education – General Education</i>
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EXPERIENCE

Oct 2021 – Feb 2022	Customer Service Representative Virtual Staffing Solutions Lilian Avenue, Brgy. Cogon, Ormoc City, Leyte, Philippines <ul style="list-style-type: none">• I answer inbound calls in a timely and friendly manner.• I respond to the needs of patients and provide a way to cater their concerns.• I provide information to patients based on their nature of call.• I identify and take notes of patient's issues.• I do follow up on patient's concerns.
Feb 2020 – May 2021	Elementary Teacher Ormoc Holy Trinity Montessori Academy, Inc. Casa Dei Bambini, Brgy. San Pablo, Ormoc City, Leyte, Philippines <ul style="list-style-type: none">• I developed lesson plans in line with curriculum objectives, ensuring that all students fully comprehend all aspects;• I assisted students with their preparation for examinations, worked to improve student test scores, and communicated progress through student programs;• Proactively counseled students to reach a high academic standard.
Aug 2020 – Aug 2021	ESL Teacher Easy-A English E. Lopez St, Jaro, Iloilo City, Iloilo, Philippines <ul style="list-style-type: none">• I create meaningful and fun lessons.

- Maintained effective classroom management and created a positive learning environment.

June 2019 – Aug 2020

ESL Teacher

51Talk | 28th Floor Discovery Center ADB Avenue, Ortigas, Pasig City, Philippines

- I provide my learners with live online English lessons.
- I encourage and engage students to speak English.

SKILLS AND ABILITIES

Languages	English, Filipino, Cebuano
Technical	Microsoft Excel, Microsoft Word, Microsoft Powerpoint, Microsoft Publisher, Basic Video Editor
Others	Passionate in working, have dedication to do work responsibilities, a competitive, flexible, multi-tasking and a goal oriented person.

REFERENCES

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| <ul style="list-style-type: none"> • Rochel M. Otero, LPT | Cooperating Teacher
Ormoc Holy Trinity Montessori Academy, Inc.
+639513663640
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| <ul style="list-style-type: none"> • Marideth M. Lepon, CPA, MAEd | School Directress
Ormoc Holy Trinity Montessori Academy, Inc.
+639312127363
maridethmlepon@gmail.com |
| <ul style="list-style-type: none"> • Bernadine Joyce Lago | Team Leader / Officer-in-Charge
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I hereby certify that the above information is true and correct in the best of my knowledge.


ELAINE MARIE A. MAQUIMOT, LPT
 Applicant