

MARKJORDANT.ESPINOSA

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CAREER OBJECTIVES: To acquire a challenging position in an environment where I can do my best to utilize my skills and education.

WORK EXPERIENCE:**Cashier****SHADES GLOBAL TRADING LLC**

(Bench) Burjuman Mall

Khalid-Bin Al Waleed Rd-Al Mankhool-Dubai, U.A.E

August 10, 2022 – July 7, 2024

- Scan the items and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information

Project Assistant**Central Bicol State University of Agriculture**

San Jose, Pili, Camarines Sur, Philippines

July 1, 2021 – June 30, 2022

- Planning of personnel structures
- Support with the preparation of project plans
- Management of the project office
- Internal and external communication
- Preparation and follow-up meeting and presentations

Tutor Teacher**GOLD HOUSE TUTORIAL**

Naga City, Philippines

June 15, 2019–May 15, 2021

- Work with students to improve their skills in certain subjects.
- Prepare lessons, and assign and correct homework.
- Evaluate students' progress and discuss the results with students and/or their parents
- Identify students' individual learning needs.
- Contribute to student learning, growth and advancement.
- Facilitate problem-solving with a curious mind and critical thinking skills.
- Maintain a growth mindset toward student learning

EDUCATIONAL ATTAINMENT

COLLEGE

UNIVERSITY OF NUEVA CACERES
Jaime Hernandez, Avenue, Naga City, Philippines
June 2011–October 2017

HIGH SCHOOL

Partido Agro-Industrial National High School
Mabalodbalod, Tigaon, Camarines Sur, Philippines
2006 – 2009

PRIMARY

Old Moriones Elementary School
Old Moriones, Ocampo, Camarines Sur, Philippines
2000 - 2006

SKILLS

- Computer Literate
- A Self-motivated Professional
- Teaching
- Activity planning
- Educational software use
- Encouraging behavioral improvements

PERSONAL DATA

Provincial Address: Salvacion, Pamplona, Camarines Sur, Philippines
Date of birth: December 23, 1992
Civil status: married
Height: 5'7"
Religion: Christianity (Roman Catholic)

CHARACTER REFERENCES:

Rolando Lustria Alfonso

Area Manager
Shades Global Trading LLC.

I hereby certify that above information are true and correct to the best of my knowledge and belief.

Very truly yours,

MARK JORDAN T. ESPINOSA

Applicant