

JOVILEO ASI ALMENIANA

Abu Dhabi, UAE

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CAREER OBJECTIVE

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in a career oriented and challenging environment where I can enrich my knowledge and ability to perform my task that promotes professional development.

EDUCATIONAL BACKGROUND

28 Units of Professional Education

Mindoro State College of Agriculture and Technology
Main Campus, Victoria Or. Mindoro
June 2016 - November 2017

Bachelor of Science in Electrical Engineering

Golden Gate Colleges
P. Prieto St., Batangas City
October 2009-October 2011

University of Batangas

Batangas City
2005-2009

ACHIEVEMENT:

Licensure Examination for Teachers (Passer)

Teacher (Secondary)
MATHEMATICS
March 25, 2018

WORK EXPERIENCE:

High School Teacher/ Adviser

Far Eastern Private School
Shahba Sharjah, United Arab Emirates
August 22, 2022 – Present

- Attends professional meetings, in service trainings and related activities for self-growth and advancement
- Preparing visual aids related to the lessons
- Computing average grades of the students
- Collecting some payment from the students for some school event and contribution, then remitting it to the school cashier
- Track the academic performance of the students for sign of progress
- Monitoring the student's performance
- Checking of written and performance activity of each student and evaluate the results
- Conducts remedial activity for slow learner's students
- Meet the parents to discuss the concern and performance of their child in school
- Maintains harmonious relationships with superiors, students, local and public officials and co - teachers
- Utilizing classroom management techniques to improve the efficiency and effectiveness of lessons
- Other duties assigned by the school coordinator

Municipal Funded Teacher/ Job Order

Macatoc National High School

Macatoc Victoria Or. Mindoro

September 1, 2021 – June 30, 2022

- Attends professional meetings, in service trainings and related activities for self-growth and advancement
- Editing and preparing soft copy of modules
- Preparing visual aids related to the lessons
- Distributing module to the students and parents
- Track the academic performance of the students for sign of progress
- Monitoring the student's performance by having online chats
- Checking of written and performance activity of each student and evaluate the results
- Computing average grades of the students
- Conducts remedial activity for slow learner's students
- Meet the parents to discuss the concern and performance of their child in school
- Maintains harmonious relationships with superiors, students, local and public officials and co - teachers
- Utilizing classroom management techniques to improve the efficiency and effectiveness of lessons
- Other duties assigned by the school coordinator

Private Tutor

Batangas City, Philippines

June 2019 – August 2021

- Worked one-on-one with elementary students in subjects including English, Filipino, Science and Mathematics at home
- Integrated reading and writing to offer new perspective and respect for student's own life stories
- Assisted with homework and other class assignments and projects
- Monitored, assessed and remediated student performance
- Provided assistance to students with weak study areas
- Assisted students in acquiring better understanding of targeted weak areas within a subject or a subject as a whole
- Developed and implemented comprehensive lesson plans that accommodated specific level of learners while offering support to make certain each student was able to grasp materials
- Identified, selected and modified resources to meet student's diverse needs and integrated worksheets to vary lessons and consolidate concepts
- Increased student's understanding of the curriculum and increased grade average
- Communicated with the parents about students' progress

Internship / On-The-Job Training

Electrical Maintenance Department

Packaging Division-Bopp Film,
Universal Robina Corporation
November 08, 2011 to January 11, 2012

- Assists with day-to-day operations of the Electrical Maintenance functions and duties
- Preparing daily reports and other soft skill related jobs
- Coordinate with management projects (meetings, training, surveys etc)
- Render assistance in administration and regulations of the duties of technicians
- Attend to maintenance complaints, investigations and rectification works
- Ensure all works carried out safely and / or in accordance with safety procedures
- Use safety equipment (including PPE) as required and intended and observe that this is also enforced among subcontractors and third parties working in company's controlled premises/systems.

SEMINARS AND TRAININGS ATTENDED

Virtual In-Service Training for Teachers

August 30, 2021- September 3, 2021
DepEd Central Office, Meralco Avenue,
Pasig City Philippines

Computer Aided Drawings Leading to Technical Drafting NC II (Basic & Advance CAD)

May 19, 2014 – July 11, 2014

Advanced Business Consultancy Centre Phils. Inc.
ABCC Bldg. 127 M.H. Del Pilar St., Batangas City

Power System Fault Analysis, Motor Branch Control

August 31, 2007

Batangas State University Amphitheater

Golden Country Homes Subdivision, Alangilan, Batangas City

PERSONAL DATA

Age : 35

Height : 5'8

Civil Status : Married

Citizenship : Filipino

Language Spoken : English, Filipino (Tagalog)

Visa Status : Dependent Visa

SKILLS AND ABILITIES

- Fast learner - Willing to be trained and learned new skills.
 - Customer Service skills.
 - Analytical skills
 - Adaptability skills
 - Problem solving skills
 - Committed, hardworking and patient with sense of professionalism.
 - Good work ethics.
 - Proficient in Microsoft Office (Word, PowerPoint and Excel, AutoCad)
 - Can communicate both in English and Filipino.
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