


ANGEL GRACE CATA-AN



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 angelgracesambilecataan25@gmail.com

 General Santos City, Philippines

Education

**Bachelor of Elementary Education
Major in General Education**

Mindanao State University

2018 - 2022

Certification

**Teaching English as a Foreign Language
Course**

TEFL Professional Institute- Teacher Record
2024

**Certificate of Employment for
Administrative Assistant**

KCC Property Holding's Inc
2024

Licensure Examination for Teachers

Professional Regulation Commission
2023

Software Application

Microsoft Office
Adobe Photoshop
Capcut
Google Drive
Oracle NetSuite
Canva
Zoom

Skills

ATTENTION TO DETAILS
ORGANIZATIONAL SKILLS
CUSTOMER SERVICE SKILLS

Profile

Hi I am Angel, and I am passionate about helping business grow and fulfill their dream. As well as, to teach and care for children in a motivating manner providing individualized praise and positive encouragement to boost all students self confidence and self-esteem while developing excellent rapport with them; Also, seeking an opportunity to leverage my exceptional organizational and communication skills in a dynamic environment. Eager to contribute my dedication, adaptability and willingness to learn to provide valuable support and contribute to the success of the team and organization.

Experience

Administrative Assistant

KCC Property Holding's Inc.

2024

- Working with the wider development team. Schedule meetings and maintain comprehensive minutes.
- Return calls, handle them professionally.
- Prepare and disseminate memos, letters, forms, emails, and contacts. Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task.

ESL Teacher

Acadsoc Online English Tutor Club

2023

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2024

- Teach non-native English speakers how to read, write, talk, and listen. Create and implement lesson plans that are consistent with the curriculum and address the needs of individual students. Regular quizzes, examinations, and assignments will be used to assess student progress.

Pre-service Teacher

Fatima Central Elementary School

2021

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2022

- To help them develop and promote whatever their mission and vision are inside the school or institution with eagerness to face different challenges and fulfill any responsibilities of each individual learner.
- Developing instructional objectives that connect the curriculum to students' interests and real-world use
- Modeling critical thinking and teaching students to develop their own critical thinking skills

Sales Representative

Mondelez International Inc.

2020

- Develop sales strategies and manage sales proposals to customers
- Emphasize product features and benefits to highlight how they solve customer problems
- Creating inquiries, getting in touch with possible clients, and advertising goods and services to increase sales.