

TEACHER ARLEEN

Science Teacher/Instructor

Bachelor of Secondary Education: Major in Science

AREA OF EXPERTISE

- Educational Content Creation
- Instructional & Graphic Design (Canva & Powerpoint)
- Online Platform Management (Google & Microsoft 365)
- Administrative Support & Scheduling
- Communication & Collaboration
- File Organization
- Social & Time Management

PROFESSIONAL EXPERIENCE

Saint Vincent School of Quezon City - Science Teacher / Adviser July 2024-Present

- Created and delivered interactive lesson plans tailored to diverse student needs.
- Utilized digital tools and platforms to enhance classroom engagement and manage student records.
- The ability to create a positive, safe, and inclusive learning environment.
- Expertise in planning and organizing learning experiences aligned with standards and competencies.

Andres Bonifacio Integrated School - Off Campus Teaching Jan. 2024 - May 2024

- Implemented classroom management strategies to maintain a supportive and collaborative learning environment.
- Prepared daily lesson plans, assessments, and instructional materials for classroom settings.
- Facilitated active student participation and engagement in their learning progress.

Rizal Technological University Jan. 2020 - March 2020

College of Education the Deans Office - Pre-Work Immersion

- Administrative Support
- Student and Faculty Assistance
- Record and Data Management

EDUCATION

Rizal Technological University

College of Education

Bachelor of Secondary Education Major in Science

2020 - 2024

ADDITIONAL INFORMATION

Certifications/Seminars Attended:

- Certificate of Completion: Virtual Assistant in Lead Generation
- Certificate of Completion: Virtual Assistant in Graphic Design
- Certificate of Completion: Virtual Assistant in Data Entry
- Certificate of Completion: Virtual Assistant in General Virtual Assistance
- Certificate of Completion: Virtual Assistant in Media Management
- Certificate of Completion: Virtual Assistant in Facebook Advertising
- Empowering Future Teachers in the New Educational Landscape (De La Salle University)
- Changing Climate from the Space Perspective (University of the Philippines)
- Empowering Future Educators Enhancing Professional Development of the Pre-service Teachers (PST's) Readiness to the 21st Century Education (Rizal Technological University)