



MECHELLE C. MUHAMMAD SHAFI

Bachelor of Science in Computer Science

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WORK EXPERIENCE

LEARNING SUPPORT ASSISTANT

Capital School Dubai UAE

September 2019 – Present

A passionate, dedicated, committed, highly-motivated and an experienced Learning Support Assistant of Special Needs who advocates learners' diversity and celebrates each of the learners' culture, values, and belief system by respecting their individuality and keeping track of learners' progress report.

NANNY/TUTOR OF ASD/ADHD CHILD

Emarati Family Dubai, UAE

July 2018 – July 2019

Planning, preparing and facilitating teaching-learning activities, carrying out assessments, motivating and promoting appropriate behavior, identifying and meeting his learning ability and keeping track his progress report.

ON THE JOB TRAINING

Bureau of Internal Revenue Zarraga Iloilo, Philippines

October 2016 – February 2017

Helped the collection officer to keep the customers file update up to date, record times and date that the contact has been made, noting information that the customers have received about the debt, creating tally sheet using spread sheet and do follow up the files that need to be sign by HRDO.

EDUCATION

SPECIAL EDUCATION NEEDS

NATIONAL ACADEMY-KHARAMA DUBAI,UAE

July 20 2019 – November 23 2019

SHADOW TEACHING LEVEL 1

Filbrit Training Center

May 17 & 18 2019

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Dominican College of Iloilo, Philippines

June 15 – March 2017

COMPUTER PROGRAMMING NC-IV

Dominican College of Iloilo, Philippines

June 2010 – March 2

EXECUTIVE SUMMARY

A good team player who thrives even under stressful situations and circumstances, promote creativity and higher-order thinking to advance students' performance, and a license educator in Special Education Needs who had experienced in Learning Support Assistant who has learning disabilities.

MY GOALS

I will acquire knowledge to collect data, develop materials and put into place individualized learning /behavior plans that are appropriate for individual who has difficulty in learning ability by working with the school system in special education department and attending training, workshop and seminars on educational strategies related to SEN.

SKILLS

Effective Leadership Management
Good Communication Skills
Teamwork Attitude
Computer Literate
Creating Compiling Presentations

LANGUAGES

Tagalog

English

Basic Arabic

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