

**Krishiel Anne T. Tolentino**

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**Objectives**I’m a passionate individual finding a position that suits to my skills and abilities. I’m yearning for a challenging task where I can explore new ideas and experiences that would enable me to become more efficient and effective individual. I work with integrity and do not compromise work ethics.

**Work Experience  
Admin Secretary/Secretary of the Dean of Instruction (College of Arts and Sciences)**

* Schedules the meeting
* Managed to book the plane tickets of the Dean
* Presented the files in organized manner
* Coordinate committees and task forces
* Relay instructions to the staff members
* Maintaining data through microsoft office

**College Instructor at the Riverside College (June 16 2019- May 2020)**

* I had 8 sections with courses such as Medical Technology, Psychology, Radiologic Technology, Pharmacy and Physical Therapy.
* Received student’s choice award
* My subjects were Purposive communication, DYNED 1-4, History, NSTP, Great books and literature.

**Online English Teacher at Teach English Online (June 6, 2017- May 13, 2018)**

* Interact with different learners through online teaching
* Teaching kids, teens, and adults.
* Became a Team Leader after a few months and got one of the highest rank among all offices under our teaching account.

**CHED Scholar for 3 years and was assigned at the School Campus as the vice president in student’s affairs.**

* Manage to do multitasking
* Interaction with the teachers and students about important matters
* Manage to keep the confidentiality within the organization
* Handles the scholarship process

**Skills**

* Multitasking
* Knowledgeable in MS Word, Excel, Power Point
* Good interpersonal relationship
* Good communication skills
* Grace under pressure
* Fast Learner

**Personal Information**Age: 24 Years Old  
Birthday: September 2, 1996  
Weight: 55 Kg  
Height: 5’5   
Status: Single

**Education**

Bachelor of Secondary Education Major in English   
Bacolod City College S.Y. 2014-2017

**Achievements**

* Graduated and received **“Best in Teaching Demonstration”**
* **Student’s Choice Award** at the Riverside College
* Awarded as **Top Team Leader** (No absences, no lates and 99% schedule adherence)

**SEMINARS AND TRAININGS ATTENDED**  
**OBE Learning and Teaching**Riverside College  
**Regional Student’s Congress**Cultural complex, Dumaguete City  
**Advance Computer Course (TESDA NC11)**Bacolod City  
**TEFL Professional Development Institute (TEFL)**Teaching English as foreign language  
Received High Distinctive grade