

# Ruth Bernadette M. Gonzales



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in Ruth Bernadette Gonzales

## Education

**Bachelor of Secondary Education Major in Religious Education, Santa Isabel College**  
2015 – 2020 | Manila, Philippines

**High School, The National Teachers College**  
06/2010 – 05/2014 | Manila, Philippines

**Elementary,**  
*Amado V. Hernandez Elementary School*  
06/2004 – 05/2010 | Manila, Philippines

## Skills

Reading level analysis • Writing Assessment  
Microsoft Office • Elementary Education  
Teaching • Lesson Planning  
Homework Assistance • Test Preparation  
In-person tutoring

## Languages

Filipino  
English

## Profile

A meticulous and motivated individual with a Bachelor of Secondary Education degree. Skilled at simplifying complex concepts to help students understand the topic. Knowledgeable in using innovative approaches to create and teach lessons. Capable of increasing student's grades and bringing the best out of each student.

## Professional Experience

### Private Tutor

04/2020 – 10/2021 | Manila, Philippines

- Planned lessons for allotted time to strengthen weak subjects and build skills.
- Collaborated with students to complete homework assignments, identify lagging skills and correct weaknesses.
- Met with students and discussed educational goals and expectations.
- Collaborated with parents to create tutoring sessions appropriate for student's age, learning preference and learning style.
- Created special handouts, study guides and enrichment materials to boost student knowledge.
- Supported students with helpful study habits and exam strategies.
- Motivated students towards learning and studying to build self-confidence and reduce fear of failure.
- Provided homework assistance using specific curriculum and materials.
- Prepared lesson plans to meet goals identified in students' individualized study plans.
- Kept and reviewed academic records for students to determine areas to cover in tutoring sessions.
- Generated handouts and learning materials to enhance education.

**Customer Service Representative, Walmart**

08/2020 – 08/2021 | United States

- Serves customers by providing product and service information and resolving product and service problems.
- Attracts potential customers by answering product and service questions and suggesting information about other products and services.
- Opens customer accounts by recording account information. Maintains customer records by updating account information.
- Resolves product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment, and following up to ensure resolution.
- Maintains financial accounts by processing customer adjustments. Recommends potential products or services to management by collecting customer information and analyzing customer needs.
- Prepares product or service reports by collecting and analyzing customer information.
- Contributes to team effort by accomplishing related results as needed.

## Organisations

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**Don Bosco Youth Center,**

*Assistant Coordinator*

05/2016 – 12/2020 | Manila, Philippines

- Assists and collaborates with the Youth Director and Coordinator in their task;
- Takes responsibility in the running and implementation of the youth ministry program and plans within his/her structure;
- Represents the youth within and for the council together with the Youth Coordinator;
- and Assumes the responsibility of the Youth Coordinator in his/her absence.
- Maintains discipline at all times.

**Salesian Youth Movement - FIN,**

*Interest Group - Youth Leader*

08/2016 – 05/2018 | Makati, Philippines

- Assists and collaborates with the SYM Council in his/her tasks;
- Oversees and supports the implementation of the ministry's plans in other levels (national, regional, diocese, etc.)
- Conducts regular visits to the youth ministry structures within the scope of the council, to monitor implementation of youth ministry plans and at the same time, study the needs and concerns of young people and of youth ministry;
- Serves as direct link with other structures of youth ministry
- Represents the Youth Group in the Salesian Youth Movement - FIN Province