



MEDALLA MILAGROSA P. RODRIGUEZ

Enthusiastic. Effective. Passionate. A polite and hardworking individual who is applying as a Junior High School Teacher. My career goal is to develop students' characters, to instill students with motivation to learn, achieve quality education and to assist the school on their goals

EDUCATION

- Bachelor of Science in Secondary Education, English Graduated
June 2015 – April 2019
- HIGH SCHOOL
Compostela Gullas High School
June 1989 – Mar 1993
- ELEMENTARY
Compostela Central School
June 1982 – Mar 1989

CONTACT

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A: *Purok Mahogany, Estaca, Compostela, Cebu*

ACHIEVEMENTS

- Consistent Dean's Lister since 1st year until 4th year*
- *School: Appointed as Governor of the School of Teacher Education, A.Y. 2018-2019*
 - *School: Appointed as President, English Club, A.Y. 2017-2018*

EMPLOYMENT HISTORY

- Collections Representative, SYCHRONY GLOBAL SERVICES PHILS, INC.
August 2020 – Present
Key responsibilities:
 - processing payments made by credit cards and checks,
 - researching customer disputes
 - resolving their complaints by making necessary adjustments, and
 - requesting correspondence that documents special payment arrangements.
- Grade V Adviser, Grade 7 Social Studies Teacher, Sotero B. Cabahug FORUM for Literacy, Consolacion, Cebu
March 2019 – April 2020
Key responsibilities:
 - Planning, Preparing, Delivering Lessons in English subject for Grade 5 students
 - Planning, Preparing, Delivering Lessons in Social Studies subject for Grade 7 students
 - Preparing Teaching Materials
 - Checking and Assessing students' works and behavior
- Pre-Service Teacher, Compostela National High School, Compostela, Cebu
Nov 2018 – Jan 2019
Key responsibilities:
 - Planning, Preparing, Delivering Lessons in English subject
 - Preparing Teaching Materials
 - Helping Junior High School Students improve their listening, speaking, reading and writing skills through individual and group sessions.
 - Checking and Assessing students' works

TOP SKILLS

● Hard Skills

- *Imaginative thinking*
- *Critical Thinking*
- *Communication*

● Soft Skills

- *Observation*
- *Decision Making*
- *Communication*
- *Multi-tasking*

● Sales and Service Associate, CONVERGYS PHILS, INC. *May 2010 – Dec. 2016*

Key responsibilities:

- Worked for 2 straight years as a Sales Representative and a Customer Service Rep for a financial institution in the US. (Citibank)
- Worked as Customer Service Representative from June 2013 to April 2014 for an online shopping company in the US (Amazon)
- Worked as a Technical Support Representative from May 2014 to Dec 2016 for cable, phone, internet services activation for Comcast (biggest Cable company in the US)

● Sales and Service Associate, CONVERGYS PHILS, INC. *May 2010 – Dec. 2016*

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● Sales and Service Associate, People Support Phils. Inc. *Feb 2007 – May 2010*

Key responsibilities:

- Worked for 2 straight years as a Sales Representative selling Dial Up and DSL Connections from the US. (Earthlink)
- Worked as Customer Service Representative from Oct.2009 to May 2010 handling financial account for a big bank in the US (J.P. Morgan Chase and Co.)

● Production Supervisor, D.L.X Creative Designs, Inc. *Jul 2003 – Nov 2006*

Key responsibilities:

- Prepares daily tasks for all departments
- Prepares purchase orders for international suppliers.
- Communicates with international suppliers for raw materials.
- Prepares production orders for all departments.
- Meet production deadlines.
- Makes sure production schedule is followed.
- Makes sure production flow runs smoothly.
- Responsible for employees' behaviors.
- Accommodates visitors and buyers coming to visit and see products.
- Negotiates with suppliers, buyers, sub-contractors here and abroad.
- Appointed as the Corporate Secretary for the corporation.
- Communicates with couture designers for things borrowed.
- Authorized to sign company checks in case President/Owner is not around.