

REAH MAE MATUBIS SUPNET

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Employment History

UP Information Technology Development Center (ITDC)

Level: Full-time

Date of employment: January 2017 – Present

Address: Vidal A. Tan Hall, Quirino Avenue cor. Velasquez St., University of the Philippines, Diliman, Quezon City

Position: Junior Project Associate (January 2017 – Present)

- I developed and updated forms and reports for FMIS and SPCMIS through Oracle SQL and Oracle BI XML Publisher
- I created technical documents like user guides and manuals for stakeholders
- I provided technical support (thru phone, e-mails, and e-ticketing system) on the usage and maintenance of the Oracle EBS Financials and Procurement processes
- I prepared and facilitated refresher trainings for SMEs and end-users in the usage of the FMIS and SPCMIS
- I assisted in giving basic ICT and HRIS Self Service trainings

eUP Project

Level: Full-time

Date of employment: August 2016 – December 2016

Address: Vidal A. Tan Hall, Quirino Avenue cor. Velasquez St., University of the Philippines, Diliman, Quezon City

Position: Process Improvement Analyst (August 2016 – December 2016)

- Support project teams in integrating change management activities into their project plans
- Develop a change management strategy based on a situational awareness of the details of the change and groups being impacted by the change
- Identify potential people-side risks and anticipated points of resistance, and develop specific plans to mitigate or address the concerns
- Conduct readiness assessments, evaluate results and present findings in a logical and easy-to-understand manner
- Create and manage measurement systems to track adoption, utilization and proficiency of individual changes
- Identify resistance and performance gaps, and work to develop and implement corrective actions

ChildFind Therapy and Learning Center

Level: Full-time

Date of employment: May 2010 – August 2016

Address: Unit 211-212 The Tower at Emerald Square, J.P. Rizal St. cor. P. Tuazon, Project 4, Quezon City, Philippines

Position: Program Coordinator (May 2014 – July 2016)

- Monitor assigned programs for the purpose of ensuring that stated outcomes are achieved
- Monitor services to ensure that they are efficiently provided by the support provider
- Develop and strengthen communication between the family, the school and the center
- Provide regular monthly consultative assistance to the support provider in conjunction with the regular education teachers

Position: SPED Teacher / Shadow Teacher (May 2010 – July 2016)

- Shadow teaching a child with ASD for 3 years (grade3 to grade5)
- Shadow teaching a child with ADHD for 3 years (kinder to grade2)
- Special Education and Academic Tutor for 5 years
- Coordinate with the parents, SPED diagnostician, school and other therapists of the child
- Participate in creating goals and program for the child
- Plan and prepare lessons
- Identify target behaviors, plan behavior management and implement behavior modification for the child
- Modify the child's lessons and activities appropriate to his level and abilities
- Furnish a mid-year and year-end report regarding the child's progress and current level for the parents and support services of the child
- Produce a narrative report every end of the trimester and a digital portfolio at the end of the school year
- Tutor students who have problems making up for their grades and assist them with their homework
- Tutor students for behavior modification and reading
- Behavior coaching pre-adolescent students

Whiz Minds Camp

Level: Part-time

Date of employment: July 2011 - November 2011

Address: 3/F Jumpstreet, East Wing Robinsons Galleria, EDSA Corner Ortigas Avenue, Quezon City Metro Manila

Position: Baby Class Teacher

- Develop Gross motor skills (i.e. crawling, walking, climbing up the stairs, jumping, running, etc.) and Fine motor skills (i.e. picking up objects, holding a writing/coloring instrument, throwing and catching, etc.) of children ages 1-2 years
- Teach basic concepts (i.e. opposites; in and out, up and down, left and right, etc.) to children ages 1-2 years old
- Prepare lessons and produce teaching and educational materials for the kids
- Create an inviting and child friendly environment that will encourage children to learn while having fun

ePLDTVentus Philippines**Level:** Part-time (Summer Ramp)**Date of employment:** April 13, 2009 – May 16, 2009**Address:** G/F Bonifacio Technology Center Bldg., Bonifacio Global City, Taguig City, Philippines**Position:** Call Center Representative

- Take calls and orders through the telephone and online
- Resolve complaints
- Encode costumers' orders using a specific tools

Educational Background

School / Address	Year Graduated
<i>TUITT Coding BootCamp</i> 3rd Floor Caswynn Building, No. 134 Timog Avenue, Sacred Heart, Quezon City	January - July 2018
<i>University of the Philippines</i> Diliman, Quezon City Bachelor of Education in Elementary Education Major in Special Education	2005 - 2010
<i>Baguio City National High School,</i> Special Science Class BaguioCity, Benguet	2001-2005
<i>Umingan Central Elementary School</i> Umingan, Pangasinan	1999-2001

Eligibility

- Licensure Examination for Teachers (LET) Passer September 2011

Seminars / Conference / Workshops attended

Related Seminars/Conference/Workshops	Date & Venue
Project Management (Part I)	Vidal A. Tan Hall, Quirino Avenue cor. Velasquez St., University of the Philippines, Diliman, Quezon City July 19, 2018
R 12.2 Oracle Financials Functional Foundation Ed 1	Vidal A. Tan Hall, Quirino Avenue cor. Velasquez St., University of the Philippines, Diliman, Quezon City September 13-16, 2016

Basic Accounting Training

Vidal A. Tan Hall, Quirino Avenue cor.
Velasquez St., University of the Philippines,
Diliman, Quezon City
May 16, 2017

Philippine Youth Congress in Information
Technology '05 (Y4IT '05)

University of the Philippines Theater
University of the Philippines, Diliman
September 15-17, 2005
UP Theater & UP Film Institute
University of the Philippines, Diliman
September 13-15, 2006

Philippine Youth Congress in Information
Technology '06 (Y4IT '06)

Philippine Youth Congress in Information
Technology '07 (Y4IT '07)

Cinema 9-12, SM North EDSA
North Avenue, Quezon City
September 12-14, 2007

Other Seminars/Conference/Workshops

Date & Venue

UP Centennial Lecture Series:
“When Reforms Don’t Transform:
Reflections on Philippine Education”
Adaptation Pedagogy What, Why How?

NISMED Building
University of the Philippines, Diliman
November 12, 2008

Instructional Adaptations
for Inclusive Classrooms
Strategies in Teaching Reading,
Science and Math:

Benitez Training Center
University of the Philippines, Diliman
March 13, 2010

Focus on Understanding by Design

University of the Philippines, Diliman
March 23, 2010

Applied Behavior Analysis (ABA) Training

**ChildFind Learning and Play Center
The Tower at Emerald Square, Project 4,
Quezon City
April – May 2010**

Behavior Management Training

Benitez Theater, College of Education
University of the Philippines, Diliman
May 2011

**LOVING and BEYOND LOVING
a SPECIAL CHILD: Conceptualizing and
Actualizing Therapeutic Education**

**UP Film Institute
University of the Philippines, Diliman,
October 23, 2010**

**EDUCATING THE CHILD with
SPECIAL NEEDS in the REGULAR SCHOOL:
Current Perspectives, Support Services and
Best Practices**

**UP Film Institute
University of the Philippines, Diliman
October 22, 2011**

PROJECT LOOK AHEAD:

Preparing Special Children for a Future -
Career Directions and Transition Programs

UP Film Institute

University of the Philippines, Diliman
October 27, 2012

**Helping Learners with Special Needs Achieve
In the K-12 Plan: Curricular and Instructional
Accommodation, Modification and
Individualization, and Promotion and Inclusive
Schools**

Shadow Teaching and Behavior Coaching:
Support Schemes for Children and Youth
with Special Needs

UP Film Institute

University of the Philippines, Diliman
October 26, 2013

Benitez Theater, College of Education
University of the Philippines, Diliman
May 17, 2014

Managing Behavior through Antecedent and
Consequence Manipulation in the
Functional Analysis Model

Ateneo de Manila University
June 17, 2014

Youth Mentoring Seminar:
Motivational Interviewing

University of Asia and the Pacific
Pearl Drive, Ortigas Center, Pasig City
August 1, 2015

Youth Mentoring Seminar:
Module 1: Overview of Mentoring
Module 2: Mentoring Process

University of Asia and the Pacific
Pearl Drive, Ortigas Center, Pasig City
August 15, 2015

Youth Mentoring Seminar:
Module 3: Art of Listening
Module 4: Mentoring the Context
of Youth Development

University of Asia and the Pacific
Pearl Drive, Ortigas Center, Pasig City
August 15, 2015

Accelerating Language

Hotel Novotel Manila, Quezon City
November 10, 2015

Personal Information

Age:	30
Date of Birth:	March 24, 1988
Gender:	Female
Civil Status:	Single
Nationality:	Filipino
Languages/ dialects known:	Filipino and English

Personal Qualifications

- Computer literate, proficient in Microsoft Office, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher and is able to use the Internet efficiently
- Has knowledge in database management and basic software programming using C and Ruby
- Has knowledge in using Open Office Applications
- Has a good command on both English and Filipino – written and oral