

# AMALA SAAJEE

## SCHOOL TEACHER

Over 12 years of teaching in K-12 schools in the Philippines. Skilled in developing and implementing engaging lesson plans, fostering a positive classroom environment, and effectively communicating with students, parents, and colleagues. Demonstrates a strong commitment to student learning and achievement.

## CONTACT

- 0123 456 7890
- hello@reallygreatsite.com
- 123 Pag-asa St., Bayanihan City
- in linkedin.com/in/name

## **EDUCATION**

## Las Felipinas University, 2020

 Postgraduate Diploma in Management & Administration

#### Las Felipinas University, 2010

 Bachelor of Education, Major in Special Education

## **VOLUNTEER WORK**

## **Yellow Tree Organization**

 Led an after-school program for at-risk students for 1 year, providing academic support and mentoring.

## **WORK EXPERIENCE**

## **School Superintendent**

Abakada Preschool

May 2021 - Present

 Coordinated special education services for kindergartens for 2 years, ensuring compliance with federal regulations

#### Class Teacher/Coordinator

Narra National Senior High School January 2017 - March 2020

 Served as a Senior High school social studies teacher for 3 years, incorporating project-based learning techniques.

### **Class Teacher/Coordinator**

Narra National Junior High School September 2011 - October 2016

- Taught elementary school for 5 years, specializing in math and science education.
- Designed and implemented curriculum for Junior High school English classes for 2 years.

## **SKILLS**

- Lesson Planning
- Administrative Tasks
- · Conflict Resolution
- · Student Engagement
- · Subject Matter Expertise