



Melanie C. Basaka

Personal Info

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Oriental
Mindoro

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Skype ID

Melanie Basaka

Cellphone Number

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Skills

- Effective organizational Skills
- Problem -solving Skills
- Team Collaboration and leadership
- Meticulous attention to detail
- Public Speaking
- Excellent written and verbal communication skills
- Ability to accurately follow instructions
- Works well under pressure and meet tight deadlines
- Proficient with Google Suites and MS Office Suite
- Can type approximately 48-58 wpm
- Proficient with the use of Zoom and Skype

Objective Overview

Seeking for a Call Center role that enables me to think out of the box and leverage my verbal communication and problem resolution skills to build lasting relationship with costumer.

Professional History

2011-2016

ALS Teacher

Department of Education,
City Government of Calapan

- Operated the recruitment of OSY and Adult in different Barangay.
- Lead Educational games and group activity
- Prepared classes using provided materials and personal teaching materials.
- Planned and thought between 3-5 classes daily
- Created all course material, including quizzes and reading samples and modules.
- Attended professional meetings, in service training's and related activities for self growth and advancement.
- Participated in community and civic organizations activities benefited by learners.

2009- 2011

Teacher 1- Camansihan Elementary School

Department of Education, Calapan City Division

- Planed and conducted English language lesson for Pre-school with classes 15-20 students.
- Acted as Counselor to guide pupil/students
- Created good classroom environment.
- Collaborated with fellow teachers and other school personnel as well as parents and other stake holders.
- Informed parents for children progress and problems through dialogues, conferences and PTA meetings.
- Facilitated curricular and co-curricular projects and activities.

Education

2000-2004

Bachelor of Secondary Education- Major in General Science

Mindoro State College of Agriculture and Technology

Certification

Technical Education and Skills Development Authority

Language Skills Institute of Oriental Mindoro

July 3- September 11, 2011

English Language Proficiency

SPEECH- ACCENT- Specialized English enhancement Course for High School/ Elementary Teachers- Advanced Courses in Competitive English for Teachers

- 100 hours of Course work

A/L

- Life Insurance. / Educational plan.
- Appointment
- remind client at the appointment

Denver Debt.

- Credit Card Loan
- Salary \$1,500 / month income
loan \$6,000