


# QUEEN LOU I. UMANITO

## TEACHER

 Poblacion Nabunturan, Davao De oro

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 queenlouldulsa@gmail.com



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## CAREER OVERVIEW

Passionate about engaging students on all levels, enhancing their social experiences by encouraging group lessons and learning. Talented in using different teaching methods to reach out to students, including physical demonstrations, drawn illustrations and visual presentations.

Highly passionate and flexible not only in teaching area but also in different field.

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## EDUCATION

Bachelor of Secondary  
Education major in Biology

Central Mindanao University, 2013

## SKILLS

- Basic computer literacy skills
- Organizational skills
- Strategic planning and scheduling skills
- Time-management skills
- Verbal and written communication skills

## REFERENCE

Pinky I. Cagape

Planning and Evaluation Officer,  
DAR

pinkyidulsa@gmail.com

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## EXPERIENCE

### Office Staff

PFMA- June 2013- September 2015

- Maintain the filing system as per the directives of the archives and records management prescripts
- Sort and prepare documents for disposal process as in line with the relevant prescripts
- Perform administrative duties within the Section as and when the need arises.
- Plan and schedule meetings and appointments

### Teacher

September 2015- Present

- Develops, plans, and implements curriculum, lesson plans, and educational programs for student audiences within areas of expertise.
  - Advises, tests, and teaches students audiences in a variety of academic subjects.
  - Presents and reinforces learning concepts within a specified subject or subject area.
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