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**IRENE MORENO VILLANUEVA**

**Al Ain, U.A.E.**

**Mobile Number: +971558976180**

**Email Address**: [**25irenemoreno@gmail.com**](mailto:25irenemoreno@gmail.com)

**OBJECTIVES:**

To become associated with the company where I can utilize my skills, knowledge and gain further experience while enhancing the company’s productivity and reputation.

**QUALIFICATION:**

* Flexible, goal oriented and willing to learn/work with or without supervision.
* Good in written and oral communication skills (English and Filipino).
* Hardworking and trustworthy.

**WORKING EXPERIENCE:**

* **Assistant Nursery Supervisor**

Lifetime Nursery

Al Salamat, Al Ain, UAE

November 2015 – present

* **Assistant Teacher**

Daycare Center

Mataasnakahoy, Philippines

September 2014 – February 2015

* **Assistant Teacher**

Sweetbaby Nursey

Al Salamat, Al Ain, UAE

November 2015 – October 2018

**Duties and Responsibilities:**

* Meet with parents and guardians to discuss their children progress and needs.
* Determine their priorities for their children and suggest ways that they can promote learning and development.
* Attend to children basic needs by feeding them, dressing them and changing their diapers.
* Helping and supporting teachers to plan learning activities, managing class behavior and complete records.
* Supports the cleanliness of the classrooms and the bathrooms to have a safe and clean environment.
* Collaborate with the lead teacher to create a stimulating and effective learning environment for the students.
* Offer assistance to children whenever needed so that they can understand the material and work out problems.
* **Sales Representative**

Natasha

Lipa City,Philippines

June 2007 – November 2009

**Duties and Responsibilities:**

* Providing customers with books, samples, and explaining the products to them.
* Placing customer orders on time every week.
* Creating invoices for customers, recruiting customers to become a sales representative.
* Maintain contact with both potential and existing customers to discuss how well the products are working and to offer new items to meet their preferences.
* Responding quickly and resourcefully to customer requests or concerns.
* Examine the customer's items or orders personally to ensure customer satisfaction.
* Giving honest feedback on the item and recommending it if the customer wishes to try.

**SKILLS AND TRAINING:**

**Basic First Aid Training**

Al Mamoon Medical Center

Al Ain, UAE

October 24, 2019

**Vocational Diploma in Child Care & Education of Young Children**

National Academy Information System

Dubai, UAE

February 14, 2019 – September 25, 2019

**EDUCATION:**

**High School (Secondary Graduate)**

La Purisima Concepcion Academy

Mataasnakahoy, Batangas, Philippines

**PERSONAL INFORMATION:**

**Civil Status :** Married

**Nationality**  : Filipino

**Visa Status**  : Employment Visa

*I hereby certify that the above information are true and correct to the best of my knowledge and belief.*

**IRENE MORENO VILLANUEVA**

***Applicant***