

DONITA LYKA P. DE JESUS

LICENSE PROFESSIONAL TEACHER

AL BARSHA 1 DUBAI
+971 58 192 6769

donitalykad@gmail.com
Tourist Visa



SUMMARY

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. Dedicated educator seeking to be hired as a teacher assistant to continue sharing my passion for education.

SKILLS

Creativity	Passionate	Time Management
Professional Communication	Flexibility and Adaptability	Computer Skills
Organizational Skills	Patience	Professional Development

PROFESSIONAL EXPERIENCE

Teacher Aide/Assistant

July 2024-December2024

- Follow school and class rules to teach students proper behavior.
- Help teachers with recordkeeping, such as taking attendance and calculating grades.
- Get equipment or materials ready to help teachers prepare for lessons.
- Reinforce lessons by reviewing material with students one-on-one or in small groups.

Secretary/Cashier

January 2022-December 2023

- Accurately process payments (cash, credit, debit) and issue receipts.
- Maintain an organized, clean checkout area and manage daily housekeeping tasks.
- Provide product information and help customers locate specific items.
- Balance cash drawer at the end of each shift, ensuring accuracy.

Office Clerk Staff

October 2020-December 2021

- Welcoming Clients
- Assisting Clients
- Sort and deliver incoming mail and send outgoing mail.
- Provide general information to staff, clients, or the public
- Maintaining records and reports

EDUCATION

BACHELOR OF SECONDARY EDUCATION MAJOR IN T.L.E
Quirino State University Maddela Campus

2015-2020

ADDITIONAL INFORMATION

- **Languages:** English