

## Elleane T. Marohomsalic

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### DESIRED POSITION:

**ENGLISH AS A SECOND LANGUAGE TEACHER, TEACHER ASSISTANT, CALL CENTER AGENT, FRONT DESK OFFICER, CASHIER, MEDICAL CLERK, PERSONAL ASSISTANT**

### CAREER OBJECTIVES

To pursue a career and be part of the progressive company, where I can practice and apply all the skills and knowledge, develop full potential and to be exposed to the real and actual work place while having the opportunity to improve myself.

### COMPETENCIES

Teaching English as a Foreign Language Certificate ( 120 hours )

Computer Literate, Good Communication Skills, Flexible, Can work under pressure and with less supervision.

Freelance layout artist

Social Media Manager

### INDUSTRY EXPERIENCE

#### **Destiny International Learning Academy ENGLISH AS SECOND LANGUAGE TEACHER**

**May 2019 - November 2023**

##### **Key Responsibilities:**

- Responsible for delivering comprehensive language education to diverse groups of learners.
- Employ innovative teaching methods by incorporating interactive activities and real life scenarios to enhance the learning experience.
- Assesses learners language proficiency through evaluation methods, providing constructive feedback and implementing strategies for improvement.
- Create a positive and encouraging learning environment which promotes confidence and active participation.
- Collaborating with parents or guardians to share insights on learner's progress and concerns.

#### **Royeca Emergency Hospital- Philippines NURSING ASSISTANT**

**June 2016 - August 2017**

##### **Key Responsibilities:**

- Monitored and recorded patient's vital signs, ensuring accurate and timely documentation.
- Administered oral medications as prescribed by medical professionals, adhering to proper dosage and timing.
- Assisted with activities of daily living, providing compassionate and personalized patient care.
- Responded promptly to patient needs, fostering a positive and comforting atmosphere.
- Communicated effectively with health care team members to report observations and updates on the patient's condition.
- Supported the nursing team in various tasks to optimize overall patient care and well-being.

**Save The Children - Philippines**  
**INDIVIDUAL SERVICE PROVIDER**  
**Team Leader**

**April 2014 - January 2016**

**Key Responsibilities:**

- Coordinating and monitoring key activities.
- Providing guidance to team members by collaborative work environment.
- Conduct comprehensive data collection.
- Maintain detailed records of collected data and produce concise reports for project implementation.
- Ensuring project goals align with organizational objectives.

**R.O Diagan Cooperative Hospital- Philippines**  
**MEDICAL CLERK**

**Feb. 2011 - March 2013**

**Key Responsibilities:**

- Managed patients records, ensuring accuracy and completeness in compliance with healthcare regulations.
- Facilitated communications between patients, health care providers and other medical procedures for patients.
- Handled front desk duties, including greeting patients, answering inquiries, and providing excellent customer service.
- Assisted in verifying and assisting insurance information, ensuring accurate billing.
- Maintained confidentiality of patient information and adhered to privacy regulation.
- Collaborated with medical staff to update and organize patient charts.
- Contributed to the overall smooth function of the medical office by performing various clerical and organizational tasks.

**EDUCATIONAL QUALIFICATION**

**Health Care Services NC II**  
Golden State College  
General Santos City, Philippines

**March 2010**

**PERSONAL INFORMATION**

- Date of Birth: 1st November 1990.
- Nationality: Filipino
- Religion : Catholic
- Languages Known: English, Tagalog
- Marital Status: Married.
- Visa Status: Visit Visa
- Validity : till March 2024

**REFERENCES**

- Will be furnished upon request.