



# Noveth Pantaleon

Teacher| Sales |  
Administration

## Contact

### Address

Deira, Dubai, United Arab  
Emirates, 0000

### Phone

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## Skills

Classroom management

Advanced

Student-centered learning

Advanced

Lesson Planning

Advanced

Elementary education

Advanced

Sales expertise

Advanced

Exceptional customer

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills. A hardworking and passionate job seeker with strong organizational skills eager to secure an entry-level position. Ready to help the team achieve company goals.

## Work History

2019-06 -  
2023-03

### Teacher

*Our Lady of Pompei School Inc, Lianga, Surigao DS*

- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Designed dynamic lesson plans based on student interests to increase overall student grades
- Fostered team collaboration between students through group projects.
- Enhanced student knowledge of technology by integrating various web-based applications for research and assignments.
- Completed daily reports on attendance and disciplinary performance.
- Supported student teachers by mentoring them on classroom management, lesson planning, and activity organization.
- Incorporated exciting and engaging activities to achieve student participation and hands-on learning.
- Supported students' physical, mental, and social development.
- Worked cooperatively with other teachers, administrators, and parents to help students reach learning objectives.
- Planned and implemented integrated lessons to meet national standards

2018-03 -  
2019-03

### Administrative Assistant

*Municipality of Lianga Government, Lianga, Surigao del Sur*

- Answered multi-line phone system, routed calls, delivered messages to staff, and greeting visitors.
- Restocked supplies and submit purchase orders to maintain stock levels.

service

Advanced

Multi-tasking strength

Advanced

Process optimization

Advanced

Office administration

Advanced

Microsoft Office

Advanced

2017-01 -  
2018-01

- Executed record filing system to improve document organization and management.
- Updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Conducted onboarding to help new hires adjust to administrative and performance aspects of jobs.
- Monitored office calendars to plan meetings, activities, and travel to maximize productivity.
- Booked airfare, hotel, and ground transportation to coordinate office travel.

## Sales Associate

*Gaisano Grand, San Francisco, Agusan Del Sur*

- Engaged with customers to build rapport and loyalty.
- Prepared merchandise for sales floor by pricing or tagging.
- Helped customers locate products and checked store system for merchandise at other sites.
- Increased sales by offering advice on purchases and promoting additional products.
- Fulfilled orders and sourced products to meet rigorous customer delivery schedules.
- Maintained customer satisfaction with quick and professional handling of product returns.
- Provided positive first impressions to welcome existing, new and potential customers.
- Trained and developed new hires in company processes, product knowledge, customer service and selling techniques.

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## Education

2012-06 -  
2016-03

### **Bachelor of Elementary Education BEed**

*Surigao Del Sur State University Lianga Campus -  
Lianga Surigao Del Sur*

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## Certifications

2019-09

Professional License Teacher