



MARY ANN B. CASALDA

WORK EXPERIENCES

CAREGIVER

MUHAMMAD MUBARAK | 2023-2024

TUTOR

ADHARI ALKINDI | JULY 20, 2022-JULY 20, 2023

DUTIES AND RESPONSIBILITIES

- Assisting students in improving their reading skills by selecting appropriate reading materials.
- Working on comprehension strategies, such as summarizing, predicting, and making connections between texts.
- Expanding vocabulary through engaging activities, games, and exposure to a variety of texts.
- Teaching basic writing skills, including sentence structure, grammar, and punctuation.
- Guiding students in expressing their ideas coherently through short paragraphs and essays.
- Conducting spelling exercises and drills to reinforce proper spelling rules. Introducing and reinforcing fundamental grammar concepts in a simple and understandable manner.
- Encouraging creativity by engaging students in creative writing exercises and storytelling.
- Helping them develop descriptive language and imaginative expression. Providing support for completing English assignments, including homework, projects, and reading assignments.
- Encouraging students to express themselves confidently both verbally and in writing.

PRIVATE TUTOR

MOHAMMAD OTHMAN ALKUBAISI

OCTOBER 21, 2016- JUNE 15, 2022

- Develop tailored lesson plans based on the student's needs, covering areas such as grammar, vocabulary, reading comprehension, writing skills, and literature analysis.
- Work on improving the student's ability to understand and analyze written material, including novels, essays, and articles.
- Provide guidance on essay writing, creative writing, and other forms of written expression. Offer constructive feedback on structure, grammar, and style.
- Focus on reinforcing grammar rules and expanding the student's vocabulary through exercises, discussions, and practical applications.
- Assist with homework assignments, ensuring the student not only completes tasks but also understands the underlying concepts.
- Help develop effective communication skills, including verbal and written expression.
- Teach problem-solving strategies and techniques to enhance the student's ability to approach and solve mathematical problems independently.
- Provide real-life examples and applications to demonstrate the practical relevance of mathematical concepts. Assist with preparation for math exams, standardized tests, and assignments, offering strategies for effective time management during assessments.

CONTACT

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- ✉ annecasalda29@gmail.com
- 📍 Al Satwa, Dubai UAE

CAREER OBJECTIVE

I am seeking the ultimate job opportunity in a rising company and I will use my experience and capabilities that I have, in order to achieve organization's goals and create mutual benefits.

EDUCATION

- ✔ **BSBA and Education major in English**
Tanon College , Negros Occidental, Philippines
SY : 2016
- ✔ **Secondary School Diploma**
Tanon College , Negros Occidental, Philippines
SY : 2005

PERSONAL DETAILS

Nationality : Filipino
Date of Birth : October 27, 198
Civil Status : Single
Gender : Female
Passport No : P8494093B
Date of Expiry : December 16 ,2031
Languages : English , Tagalog

SKILLS

- Clear and concise communication skills
- Compassionate and Empathetic Good Organizational Skills
- Strong Physical Stamina
- Excellent Organization and Time Management skills A solid understanding of child development
- Flexible and Adaptable
- Basic household management skills Educational Support skills

SEMINARS / TRAININGS

- San Carlos Solar Energy Inc (SaCaSol)- San Carlos City, Negros Occidental
- Yamaha
- AnNature- San Carlos City, Negros Occidental
- (DOLE) Department of Labor and Employment-San Carlos City Transcom-Bacolod City
- Panasiatic-Bacolod City
- Hawaiian Sugar Company-Silay City
- Biopower-San Carlos City, Negros Occidental

ADDITIONAL WORK HISTORY

OFFICE STAFF

JEE MARKETING BACOLOD CITY | MARCH 2012-2013

DUTIES AND RESPONSIBILITIES

- Assist the manager in organizing, planning and implementing strategy
- Coordinate operations and ensure schedules and objectives are met
- Supervise and motivate staff
- Monitor operating costs, budget and resources
- Communicate with clients and evaluate their needs and specifications
- Create reports, inventory of stocks and purchases.

CASUAL GOVERNMENT

SAN CARLOS CITY, NEGROS OCCIDENTAL | JUNE 2011-2012

HOTEL RECEPTIONIST

CASA MARABELLA , BACOLOD CITY, NEGROS OCCIDENTAL 2010-2011

DUTIES AND RESPONSIBILITIES

- Dealing with booking by phone, e-mail, letter, fax-to-face
- Completing procedures when guests arrive and leave
- Choosing rooms and handing out keys
- Preparing bills and taking payments
- Taking and passing on messages to guests
- Dealing with special requests from guests (like booking theatre tickets or storing valuable itmes)

SPES Beneficiary LGU San Carlos
San Carlos City, Negros Occidental

2005-2010
Cashier Bisbee Pharmacy 2009-2011
San Carlos City

REFERENCES

Mrs. Joy Deen

BSBA Instructor (Tañon College) Councilor
San Carlos City, Negros Occidental

Ms. Jenny Love Alquiza

DES Manager
Lacarlota Branch

Dr.Fleur de Lis V. Mascunana

Dean of College in Tanon College City San
Carlos City, Negros Occidental

DECLARATION

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

MARY ANN B. CASALDA