



FRIAS , ANNA MAE O.

604 Sultan 2 Al Owais Deira, Dubai, United Arab Emirates

971562660716

amfrias0525@gmail.com

Food for thought:

"The vision that you glorify in your mind, the ideal that you enthrone in your heart-this will build your life by, and this will you become.

OBJECTIVE

To work in a reputable company where I can enhance my skills, contribute effectively, and embrace opportunities for continuous learning and growth in a position that aligns with my qualifications.

EXPERIENCE

2024-April 2025

Colegio San Agustin Makati
[Head Teacher Grade 9]

Job Description:

- 1. Leads communication with parents and ensures adherence to school policies.
- 2. Monitors student performance and fosters a positive learning environment.
- 3. Oversees daily school operations, staff management, and curriculum development.

2014-April 2025

Colegio San Agustin Makati
[Science Teacher]

Job Description:

- 1. Develop activities and strategies to foster a positive, interactive classroom, while collaborating with colleagues for continuous improvement.
- 2. Monitor progress, provide targeted support, and design assessments to track learning outcomes
- 3. Plan and deliver engaging lessons in Biology and Chemistry, using effective teaching strategies.

2011 - 2014

E-replika Printing Shop
[Assistant Manager]

Job Description

- 1. Assist in managing a team, providing guidance, monitoring performance, and fostering effective communication between departments to ensure efficiency.
- 2. Collaborate with clients to understand their needs, coordinate project timelines, and oversee the production process to meet quality standards.
- 3. Support the daily operations of both the advertising and printing departments, ensuring smooth workflow and timely project delivery.

EDUCATION

2015-2019(33UNITS)

UNIVERSITY OF MAKATI

J.P Rizal Ext. West Rembo, Makati City

Masters of Arts and Education

Major: Guidance and Counseling

2008 – 2013

UNIVERSITY OF MAKATI

J.P Rizal Ext. West Rembo, Makati City

Bachelor in Secondary Education

Major : Biological Science

(Cum Laude)

LET Passer: September 2013
2004 – 2008
BENIGNO “NINOY” S. AQUINO HIGH SCHOOL
Aguho St., Comembo Makati City

SEMINARS / TRAININGS ATTENDED

16, Nov 2024

Title: Adaptive Strategies and Evaluating Performance for the Implementation of the Matatag Curriculum

Venue: Philippine Institute of Quezon City

12, July 2024

Title: Research Ethics in Education

Venue: Colegio San Agustin Makati

30, April 2024

Title: From Light to Right: Evolving to the next stage of our PLC policies and practices

Venue: Colegio San Agustin Makati

AFFILIATIONS

University of Makati Circle of Professional Educators (UCPE)
Member

University of Makati Alumni

Catholic Women’s League Scholar Alumni- Forbes Makati

SKILLS / ABILITIES

1. **Computer Skills:** Proficient in Microsoft Office (Word, PowerPoint, Publisher, Excel) versions 2003-2013, and Adobe Photoshop CS3 – CS6.
2. **Communication Skills:** Strong active listening skills and the ability to collaborate effectively with others.
3. **Motivation & Patience:** Highly motivated with the ability to maintain patience in challenging situations.
4. **Work Ethic:** Hardworking, detail-oriented, and committed to meeting deadlines.

REFERENCES

Ms. Amelia Hongo
JHS Science Coordinator
a.hongo@csa.edu.ph

Ms. Vina Lanuza
Teacher, Colegio San Agustin Makati
v.lanuza@csa.edu.ph

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



Anna Mae O. Frias
Applicant