



MARILYN D. MENDOZA

KEY QUALIFICATIONS

- BACHELOR OF ARTS IN MASS COMMUNICATION
- EXCELLENT COMMUNICATION AND INTERPERSONAL SKILLS
- DIVERSE WORKING EXPERIENCES
- EXPERIENCED IN TUTORING AND MENTORING
- STRONG ORGANIZATIONAL SKILLS
- WITH TESOL CERTIFICATE
- CEFR C2 LEVEL

WORKING EXPERIENCE

Police Officer - 10+ years

2013 - 2024

- Developed strong relationships with community members, fostering trust and communication, skills that are essential for building rapport with students and parents.
- Utilized negotiation and mediation skills to resolve disputes, demonstrating the ability to manage classroom conflicts and promote a positive learning environment.
- Actively participated in community outreach programs, mentoring youth and providing guidance, directly aligning with the role of a teacher in supporting student development.
- Conducted safety workshops and educational seminars, showcasing the ability to effectively communicate complex information to diverse audiences.
- Applied critical thinking and problem-solving skills in high-pressure situations, preparing you to make quick decisions in a dynamic classroom setting.
- Demonstrated commitment to ethics and discipline, providing a strong model of behavior and accountability for students.

Store Supervisor

2011-2013

- Supervised a team of 15 employees, fostering a collaborative environment that encouraged professional development and teamwork.
- Developed strong relationships with customers, utilizing effective communication skills to understand and meet their needs, akin to building rapport with students and parents.
- Trained new staff members in customer service best practices and store operations, demonstrating the ability to mentor and support learning.
- Managed inventory issues and customer complaints, honing critical thinking and conflict resolution skills applicable in a classroom setting.
- Achieved sales targets through strategic planning and execution, demonstrating the ability to set and meet goals, which translates to helping students achieve their academic objectives.
- Coordinated schedules, managed stock levels, and maintained store presentation, showcasing strong organizational abilities essential for classroom management.

Customer Service Representative-2 years

2008- 2011

- Effectively communicated with diverse customers, demonstrating the ability to convey information clearly and listen actively, skills that are vital in a classroom setting.
- Handled customer inquiries and complaints, employing problem-solving techniques to resolve issues amicably, similar to managing classroom dynamics and addressing student concerns.
- Worked closely with team members to improve service delivery, fostering a collaborative spirit that translates well into a cooperative classroom environment.

CONTACT

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EDUCATION

2000-2004

BATANGAS STATE UNIVERSITY

- Bachelor of arts in Mass Communication

SKILLS

- Effective Communication
- Research
- Interpersonal
- Critical Thinking
- Creativity
- Team Player
- Safety and well being
- Leadership and Role Modeling
- Problem Solving

LANGUAGES

- English (Fluent)
- Mandarin (Basic)
- Tagalog (Fluent)

CERTIFICATES

- TESOL
- CEFR

Machine Technician Operator- 3 years

2005- 2008

- Ensured precision in machine operations, demonstrating a strong ability to follow instructions and maintain safety protocols, essential for creating a structured classroom environment.
- Worked closely with team members to achieve production goals, fostering teamwork skills that are vital for collaborative classroom activities.
- Managed production schedules and prioritized tasks effectively, skills that are important for lesson planning and classroom organization.
- Adapted to changing work conditions and new technologies, demonstrating flexibility that is important for responding to diverse student needs and learning environments.

CHARACTER REFERENCES

PCPT RAMIL O MALIPOL

Padre Garcia Municipal Police Station
Deputy Chief of Police
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PMSG RENALYN REPOLLO

Padre Garcia Municipal Police Station
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