



# RICO M. MENDOZA

## TEACHER

### PROFILE

I have had 14 years successful experience as Teacher in **Math, Sciences (Integrated Science, Chemistry, Physics and Biology) and Computer Technology**. I am proficient in using the Google Classroom and Schoology platforms. I am knowledgeable with basic networking, electronics and computer troubleshooting. Collaboration has always been my strength and my current job has trained me to work well and communicate with various people in different departments. I have always been passionate with teaching and believes that learning is an active process that requires students to make the learning a part of themselves. Although I have not been teaching for the past 10 years that I am in Bahrain, I have attended conferences and workshop to keep me informed of the current trends in education.

### CONTACT

MOBILE PHONE:  
+973 32024321

EMAIL:

[ricomm101@yahoo.com](mailto:ricomm101@yahoo.com)

### HOBBIES

Photography  
Calligraphy

### EDUCATION

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***Certificate Program in Teaching Chemistry*** (12 units)  
Philippine Normal University  
Taft Avenue, Manila, Philippines

***Masters of Arts in Science Teaching*** (30 units)  
Batangas State University  
Batangas City, Philippines

***Bachelor of Science in Industrial Education***  
***Major in Electronics***  
Pablo Borbon Memorial Institute of Technology  
Batangas City, Philippines, Graduated April 1993

### WORK EXPERIENCE

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#### TECHNOLOGY TEACHER

AMA International School of Bahrain  
September 2019- Present

#### Duties and Responsibilities as Technology Teacher

- Lesson planning and delivery in line with the curriculum
- Prepared and implemented curriculum
- Supervised students and ensured that they were developing
- Introduced effective teaching strategies
- Modeled cooperative learning structures for active engagement
- Organized pacing guides for semesters
- Responsible for curriculum, instruction, testing and reporting
- Corresponded with other teachers and administrators
- Methodically provided resources for students
- Prepared online lessons for virtual classes
- Conducted virtual classes Grades 10 and 11 Technology classes
- Offered optional online coding courses for students
- Maintained and organized the Computer Laboratories

## **SENIOR PRODUCTION PLANNER**

BALEXCO (Bahrain Aluminum Extrusion Co.)

August 2008 – September 2019

### **Duties and Responsibilities as Production Planner**

- Inventory of Aluminum Billets
- Prepares Billet purchase with the proper Billet alloy specifications
- Keeps all the records pertaining to production and downtime
- Receives and schedules orders received from Sales Department against the weekly planned and available capacity
- Receives priority orders from Sales and prepares listings for file and Preparing Priority list for Production
- Attends regular meeting with Production and Sales Representative regarding backlog and priority orders
- Expedites and follows up priority and backlog orders to production at all stages and give feedback to sales
- Leads the Month End / Year End stock taking in the actual counting of Billet/ Logs, Standard Ingots
- Calculates, Summarizes, and Compiles from all Departments month end report and submitting it to Accounts and Higher Management
- Conducts Metal yard and Scrap Yard inspection and reports to HSE if there is any unsafe practice that will pose dangers.
- Summarizes all received orders from Sales in the month finish wise.
- Submits various Daily, Weekly, and Monthly reports.
- Assists other Planners in times of overload and backlog jobs.
- Carries out such duties that may be assigned by Head of Planning any time when required.
- Forecasts the Yearly and Monthly Metal Requirement of the Company
- Communicates and follows up with other departments relating to job accomplishments and challenges.

## **CUSTOMER REPRESENTATIVE**

Bahrain Limo

Nov. 2006 – July 2008

### **Duties and Responsibilities**

- Handled customer inquiries

- Processed new client accounts, maintained customer accounts, filed documents and other paperwork.

### **HIGH SCHOOL CLASSROOM TEACHER**

Lipa City National High School, Philippines

July 1997 – Sept 2006

*Subjects Taught: Sciences, Math and Computer Applications*

### **PART-TIME COLLEGE INSTRUCTOR**

Lipa City Public College, Philippine

July 2005 – Sept 2006

*Subject Taught: Principles of Art Education*

### **COLLEGE INSTRUCTOR**

Lyceum of Batangas, Philippines

June 1994 – July 1997

*Subject Taught: Physics*

### **HIGH SCHOOL TEACHER**

Canossa Academy, Philippines

June 1993 – May 1994

### **Duties and Responsibilities as Classroom Teacher**

- Lesson planning and delivery in line with the curriculum
- Prepared and implemented curriculum
- Supervised students and ensured that they were developing
- Introduced effective teaching strategies
- Modeled cooperative learning structures for active engagement
- Organized pacing guides for semesters
- Responsible for curriculum, instruction, testing and reporting
- Corresponded with other teachers and administrators
- Attended several teacher training sessions
- Assisted with the revision of the school-wide strategic plan
- Organized Boy Scout activities and camps
- Led the school's National Disaster team
- Adviser for school's organization particularly Boy Scout and Art Club.

### **ADDITIONAL SKILLS**

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- Proficient in Microsoft Office and with modern classroom technology
- Google Classroom and Schoology platform

- Coding Skills (HTML, Python, JAVAScript)
- Basic Robotics Programming Skills