

PAMELA FLORES  
CONTACT NO. 37246684  
FLORESPAM2003@GMAIL.COM  
ENGLISH TEACHER

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### **AL MUHEET INSTITUTE- BAHRAIN**

CONTACT NO. 17 610-660  
OCTOBER 2019 – MARCH 2020  
COORDINATOR ENGLISH SECTION/ TRAINER

- Provided variety of teaching approach to ensure active learning experience for kids and Adult.
- Ensured systems are met in accordance to BQA standards.

### **SUMMARY**

Educator with team leadership experience. Creative, energetic teaching style. Excellent classroom discipline with proficiency in multi-tasking when managing administrative work and ensuring top level patient care and support

### **QUALIFICATION**

Master of Arts in Business Administration – Central Colleges of the Philippines – 2010

Licensed English Teacher for Secondary Education -1999

Bachelor of Arts in English Minor in Mass Communication – Polytechnic University of the Phil. – 1993

Age : 47 years old  
Status : Single  
Nationality : Filipino

### **ALRAWABI PRIVATE SCHOOL**

CONTACT NO. 17595252  
FEBRUARY 2019 – JUNE 2019  
PRIMARY ENGLISH TEACHER

- Provided variety of teaching approach to ensure active learning experience.
- Developed relationship with fellow teachers to promote team work and efficiency.

### **EXCELLENCE TRAINING SOLUTIONS – BAHRAIN**

CONTACT NO. 17484383  
SEPT 2015 – DEC 2018  
HEAD – ENGLISH SECTION/TRAINER

- Taught ESL to beginner, intermediate, and advanced students level A1 – C1.
- Supervised and motivated trainers to meet performance goals and objectives.
- Produced system and documentation to meet BQA standards.
- Improved the number of enrollees by designing courses for English, Customer Service & Business administration to meet International and Local Education standards.
- Provided the Chief Executive with administrative support.

### **MAERSK GLOBAL SERVICE CENTER – PHILIPPINES**

CONTACT : +632 86898600  
NOV 2006 – APR 2014  
SENIOR ASSOCIATE

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ENGLISH TEACHER

- Contributed to the fast and accurate entry of data for shipment & increased sales for ocean freight for Malaysia and Singapore shipment.

**MANILA INTERNATIONAL AIRPORT AUTHORITY –  
PHILIPPINES**

**CONTACT NO. +63.2.877.7888**

**APR 2003 – NOV 2006**

**SECTION HEAD – Cargo Terminal, Facilities & Sanitation  
Monitoring Section.**

- Upgraded the order and cleanliness by implementing rules and regulations for the proper use of airport facilities.
- Provided Administrative support to the Department Head.

Character References:

Mr. Isa Hussain  
Chief-Executive  
Al-Muheet Institute  
Mobile no: 0973 3958 0286

Ms. Muna Alhaddad  
General Operation Manager  
Excellence Training Solutions  
Contact no. 17484383

Dr. Faustino Reyes  
Manager –Quality Assurance/Professor  
Bahrain Training Institute  
Mobile no. 3641 1221