

Eve Veritas
28 Avenue TS Cruz Subd. Almanza, Las Pinas

Email address: trapezzabusiness9@gmail.com

Experience

August, 2019 – May, 2021

Academic Tutor & Writer

Writerbay.com , Livingston-research.com & Coursehero.com

Dec. 2018 – May 2019

Part Time Liaison Officer for DepEd

MIT International School, Inc.

March - Oct 2018

Teacher

Veritas English Training and Learning Institute | National Capital Reg, Philippines

Industry	Tutorial Center
Specialization	Training
Role	Primary/Secondary Tutor
Position Level	Supervisor / 5 Years & Up Experienced Employee
Monthly Salary	PHP 22,000 – 25,000

Apr 2017 - Jan 2018

Teacher

Food for Hungry Minds School | National Capital Reg, Philippines

Industry	Education
Specialization	Education
Role	Primary/Secondary Teacher
Position Level	Supervisor / 5 Years & Up Experienced Employee
Monthly Salary	PHP 22,000

Apr 2015 - Jun 2016

School Consultant

AMA Basic Education of Las Pinas | National Capital Reg, Philippines

Industry	Education
Specialization	Education
Role	Management
Position Level	Assistant Manager / Manager

I helped the owner set up the foundation of this new school. Laid down all the foundations for operations. Chose the faculty and staff line-up. Prepared all the schedules and job responsibilities of people. Oversee the over-all academic operations. Provided seminars and trainings. Checked the promulgation of curriculum

Jun 2010 - Nov 2015

Customer Service Representative

Convergys, Inc

Industry	Call Center / IT-Enabled Services / BPO
Specialization	Customer Service
Role	Customer Service - General
Position Level	1-4 Years Experienced Employee

RESPONSIBILITIES:

*Provide customer service to our customers. Assists in billing concerns, do technical troubleshooting, process payments and programming orders, answer general inquiry and provides basic information to customers.

*Reports directly to team lead from time to time with regard to basic updates.

*Do sales and upgrades from time to time to ensure continuous revenue for the client.

EXPERIENCES GAINED:

Inbound customer service

Sales experience in satellite tv programming.

Good team player and Multitasking capabilities.

Proven initiative and ability to work with minimal supervision.

Excellent organizational and motivational skills.

Knowledge of Internet and Electronic Commerce industries.

Education

2013

Philippine Normal University

Post Graduate Diploma / Master's Degree in Education/Teaching/Training | Philippines

Major	Educational Management
Grade	On-going

1991

Philippine Normal College

Bachelor's/College Degree in Education/Teaching/Training | Philippines

Major	Bachelor in Elementary Education with Preschool Certification
CGPA	88

Skills

Advanced
Computer Literate
SEO
Theses and Dissertation Writing
Sales and Marketing
Web Design
Video Editing
PowerPoint Presentation

Languages

Proficiency level: 0 - Poor, 10 - Excellent

Language	Spoken	Written
English	10	10

Additional Info

Preferred Work Location Other work locations

Other Information

CAREER OBJECTIVE

Position as an online teacher/classroom instructor or customer service representative

SUMMARY OF PROFILE:

- * More than 20 years of experience in Training and Education, including all areas of training, presentation, product development and sales and marketing.
- * Goal-oriented individual with leadership abilities
- * Proven ability to work with staff at all levels
- * Exposure working with international students- Americans, Chinese and Koreans

ADDITIONAL QUALIFICATIONS:

In addition to Bachelor Degree in Elementary Education

- * Diploma in Preschool Education
- * Ongoing study leading to masters in Educational Management
- * Highly proficient in Microsoft Office

Awards Received

1. **CUM LAUDE** (AY 1991)
Bachelor in Elementary Education
2. Outstanding Student
Sophomore High School
3. Plaque of Appreciation
Saltgrains Staffer (High School)
4. P.D. 907 Certificate of Eligibility (AY 1991)
5. Certificate of Appreciation
Most Diligent and Industrious Teacher (Dec. 11, 1998)
6. Certificate of Recognition
Diligence in Work (March 5, 1999)

About Me

Gender
Nationality

Female
Philippines