

MILDRED ANDES ESPERANZA



CONTACT

Philippines

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PROFILE

Dedicated and versatile professional with extensive experience in teaching, administrative support, and virtual assistance training. Currently serving as a Math Teacher at Paliparan National High School since 2016 and previously worked as a Teacher/Admin Staff at Whiz World Montessori School from 2006 to 2015, demonstrating strong skills in communication, classroom management, records management, organization, and customer service. Enhanced by training in Online Bookkeeping using QuickBooks and Xero, Basic Virtual Assistance, and English Language Proficiency, offering a well-rounded background in education, administrative operations, and digital support services.

CORE PROFICIENCIES

Teaching & Classroom Management | Administrative Support | Records Management | Lesson Planning | Student Development | Communication Skills | Customer Service | Data Entry | Office Administration | Online Bookkeeping | QuickBooks Online | Xero Accounting | Virtual Assistance | English Language Proficiency | Organization & Time Management | Computer Literacy

PROFESSIONAL EXPERIENCES

Math Teacher

Paliparan National High School - 2016 to Present

- Prepare, organize, and deliver comprehensive mathematics lessons aligned with the Department of Education curriculum standards and learning competencies
- Develop detailed lesson plans, instructional materials, visual aids, quizzes, examinations, and performance tasks to support effective student learning
- Teach various mathematical concepts, problem-solving techniques, and analytical skills using engaging and student-centered teaching strategies
- Assess, evaluate, and monitor students' academic progress through written examinations, classroom activities, projects, and periodic assessments
- Provide remedial instruction, tutoring, and individualized academic support to students who require additional guidance in mathematics
- Maintain accurate and updated records of student attendance, grades, academic performance, and behavioral observations
- Create and maintain a positive, inclusive, and disciplined classroom environment that promotes active participation, respect, and academic growth
- Utilize educational technology, multimedia tools, and interactive teaching methods to enhance classroom instruction and student engagement
- Coordinate and communicate regularly with parents or guardians regarding students' academic performance, attendance, and behavioral concerns
- Participate actively in faculty meetings, seminars, workshops, trainings, school programs, and professional development activities to enhance teaching effectiveness
- Prepare and submit required academic reports, class records, accomplishment reports, and other administrative documentation within deadlines
- Collaborate with fellow teachers, department heads, and school administrators in curriculum planning, school improvement initiatives, and educational activities

PROFESSIONAL EXPERIENCES

Teacher/ Admin Staff

Whiz World Montessori School - 2006 to 2015

- Prepared and delivered classroom lessons and learning activities based on the school curriculum and Montessori teaching approach
- Assisted students in developing academic, social, emotional, and communication skills through interactive and student-centered instruction
- Created lesson plans, instructional materials, visual aids, and classroom activities to support effective learning and student engagement
- Monitored and evaluated students' academic progress, classroom participation, and behavioral development
- Maintained accurate student records, attendance reports, grades, and other academic documentation
- Managed classroom behavior and ensured a safe, organized, and positive learning environment for students
- Coordinated with parents regarding students' academic performance, attendance, and overall development
- Assisted in organizing school activities, educational programs, events, and extracurricular activities
- Performed administrative and clerical duties such as filing documents, preparing reports, scheduling appointments, and handling office correspondence
- Managed student enrollment records, class schedules, and other school-related documentation
- Assisted school administrators and teachers with daily operational and administrative tasks
- Handled phone inquiries, responded to emails, and provided assistance to parents, students, and visitors
- Maintained organized filing systems and ensured confidentiality of student and school records
- Prepared reports, memorandums, announcements, and other administrative documents as required
- Supported office operations by managing supplies, coordinating meetings, and assisting with general office administration
- Assisted in maintaining school policies, procedures, and compliance with administrative requirements

EDUCATION

Bachelor of Secondary Education - Major in Math - 2002-2006

TRAININGS

Online Bookkeeping Training Using Quickbooks

English Language Proficiency Training

Basic Virtual Assistant Training

Online Bookkeeping Training Using Xero

Clairvoyance Training Center

OTHER PROFICIENCIES

Gmail | Google Chrome | Google Drive | Google Teams | Google Calendar | Canva | Zoom |
Google Docs | Google Slides | Google Sheets | MS Word | MS Excel | MS Powerpoint |
Quickbooks | Xero | | ChatGpt | Publisher

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Date of Submission

Hiring Manager

Position - Company Name

Company Address

Dear Hiring Manager,

I am writing to apply for the Online Bookkeeper position in your company. I am a dedicated professional with experience in teaching, administrative support, records management, and office operations, complemented by training in bookkeeping and virtual assistance. I am confident that my skills and background make me a strong candidate for this role.

Currently, I work as a Math Teacher at Paliparan National High School, where I have developed strong analytical, organizational, and time management skills. Prior to this, I served as a Teacher and Administrative Staff at Whiz World Montessori School, handling tasks such as data entry, records management, office coordination, and customer service. These experiences have strengthened my attention to detail, accuracy, and ability to manage multiple responsibilities efficiently.

In addition, I have completed Online Bookkeeping Training using QuickBooks and Xero, along with Basic Virtual Assistant and English Language Proficiency Training from Clairvoyance Training Center. These programs provided me with practical knowledge in bookkeeping processes, financial record management, invoice handling, and the use of accounting software for business operations.

I am highly motivated, reliable, and eager to contribute to your organization. I am committed to continuous learning and adapting to new tools and systems to ensure accurate and efficient support for your business needs.

Thank you for your time and consideration. I look forward to the opportunity to further discuss my application.

Sincerely,

MILDRED ANDES ESPERANZA