



# MICHELE A. CAYETANO

## SECONDARY MATHEMATICS TEACHER

Address: P1, Calangcawan Norte, Vinzons,  
Camarines Norte, PH 4603









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## PROFESSIONAL SUMMARY

Enthusiastic Math Teacher for 7.5 years committed to creating an atmosphere that encourages productive learning of basic math concepts. Especially adept at determining students' strengths and weaknesses and building lesson plans accordingly. Specialize in establishing and implementing flexible programs meeting curriculum standards.

## PERSONAL SKILLS

- Patience and Empathy 
- Organizational Skills 
- Communication 
- Multi-tasking 
- Adaptability 
- Teamwork 
- Critical Thinking 
- Problem-Solving Skills 

## TECHNICAL SKILLS

Computer Skills (MS Office, Spreadsheets, Google Drive, Email, Power Point, Social Media, Audi-visual presentations, others)

## EMPLOYMENT EXPERIENCE

### SARAH JANE FERRER HIGH SCHOOL

Full-time Mathematics Teacher  
2012 - Present

- ✓ Taught four mathematics sections in Grade 10 including Patterns and Algebra, Geometry and Statistics and Probability increasing the MPL results of periodical examination by an average of 10%
- ✓ Utilized cooperative learning, differentiated instruction and ICT to engage students' attention and interests and guarantee the solid understanding of concepts introduced and taught
- ✓ Initiated the "Reach the Unreached" Program to address the school's problem on students at risk of dropping out as well as the struggling ones to improve their academic performance
- ✓ Participated in teacher conferences, meetings, in-service trainings (INSET), learning action cells (LAC), focus-group discussions (FGD) and other professional development seminars
- ✓ Served as Junior High School Coordinator for 4 years working and collaborating with 20 Junior High School teachers to attain the school's objectives and goals.

## EDUCATIONAL BACKGROUND

### Master in Management

#### major in Educational Planning and Management

Camarines Norte State College

2014 – 2017

Daet, Camarines Norte, PH

### Bachelor of Secondary Education

#### major in Mathematics

Camarines Norte State College

2000 – 2004

Daet, Camarines Norte, PH

### High School

Sisters of Mary School

1996 – 2000

Sta. Mesa, Manila, PH

### Elementary

Gregorio Pimentel Memorial School

1990 - 1996

Daet, Camarines Norte, PH