



ALYANNA U. ABDULLAH, Licensed Professional Teacher

CONTACT


(63) 995 527 3550


alyannauabdullah@gmail.com


BALO-I, LANA O DEL NORTE, PHILIPPINES

PROFESSIONAL SUMMARY

- Innovative professional teacher with 3 years of practical experience and a dedicated work ethic. Self-motivated to consistently provide first-class teaching methods to student's needs in line with stringent targets and deadlines.
- Adaptable team leader with 4 years of extensive experience providing first-class results. Meets job demands and deadlines through diligent work ethic and dedication to quality.
- A productive customer service representative for 10 years with a proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

CORE QUALIFICATIONS

- Licensed Professional Teacher
- Skilled multitasker
- Team management
- Team player
- Computer literate
- Microsoft Office Application: (Edge, Word, Excel, PowerPoint, Teams)
- Internet Explorer/ Mozilla Firefox
- Google Application: (Gmail, Calendar, Docs, Sheets, Forms, Etc.)
- Knowledge Of: (Zoom, Slack, Tiger Connect, Jabber, DropBox, Practice Fusion, Availity, FormStack, Nexhealth, VOIP, OpenPhone, Notion, and Loom)

WORK EXPERIENCES

- **Linguava**
Language Interpretation
Position: Client Support Specialist
Time Frame: February 2023 – February 2025
- **Integrated School for the Sciences of Peace, Jaltek Foundation Incorporated**
Position: Elementary Teacher
Time Frame: September 2021 – September 2024
- **Flatlay**
Social Media Management
Program: Flatlay
Position: Account Manager
Time Frame: September 2022 – February 2023
- **TESDA**
Maria Cristina, Iligan City, Lanao del Norte
Program: Tesda
Position: Procurement Analyst (Job Order)
Time Frame: Nov. 2021 – Jan. 2022
- **Upwork**
Virtual Assistance
Program: Dr. Sabri Sheikha Practice/ Provider Line
Position: Administrative Support
Time Frame: February 2021 – February 2022
- **ALORICA PHILIPPINES INC.**
10th FLR. 3 E-COM, ALORICA BY THE BAY, MOA COMPLEX, PASAY CITY
Program: United Health Care
Position: Team Manager/ Trainer
Time Frame: Aug. 2016 – Dec. 2020
- **WEST CONTACT SERVICES**
14th FLR. CYBERGATE TOWER 1, PIONEER, MANDALUYONG CITY
Program: Bank of America
Position: Financial Support Representative
Time Frame: May 2014 – July 2016

- **TELUS INTERNATIONAL PHILIPPINES**
5TH FLR. MARKET! MARKET! BONIFACIO GLOBAL CITY
Program: Green Dot
Position: Customer Service Representative
Time Frame: Sept. 2013 - May 2014
- **SUTHERLAND GLOBAL SERVICES**
12TH FLR. PHILPLANS CORP., TAGUIG CITY
Program: AT&T U-Verse
Position: Consultant/ Technical Support Representative
Time Frame: July 2013 - Sept. 2013

CERTIFICATIONS

- Certificate of Completion: **13th PAFTE Midyear Convention (June 15, 2023 - June 16, 2023)**
- Completed training course: **Coaching Essentials (April 6, 2019)**
- Completed training course: **BCYS Course (April 5, 2019)**
- Completed training course: **Question Behind Question (April 5, 2019)**
- Completed training course: **Flex Coaching (April 5, 2019)**
- Completed training course: **Professional Image Management (April 4, 2019)**
- Completed training course: **T3 Boost (April 2, 2019 – April 3, 2019)**
- Completed training course: **United Health Care Medicare & Retirement Program (Y.2016)**
- Completed training course: **Bank of America Program (Y.2014)**
- Completed training course: **Green Dot Program (Y.2014)**

EDUCATION

Graduate Studies (2023)	: Master of Arts in Educational Management St. Peter's College Iligan City
College (2017-2021)	: Bachelor of Elementary Education in General Education Lake Lanao College Inc., Marawi City
Secondary (2008-2009)	: Tomas Cabili National High School Tomas Cabili, Iligan City
(2005-2008)	: Mindanao State University – Baloi Community College East Poblacion, Baloi Lanao del Norte
Elementary (1999-2005)	: Baloi Central Elementary School West Poblacion, Baloi Lanao del Norte

LANGUAGES

Written and Oral:
(English, Tagalog/Filipino)
Expert

(Arabic)
Basic

Dialects:
(Visayan and Meranao)

CHARACTER REFERENCES

Mohammad Abdulwahab Salpoden
School Head, Integrated School for the Sciences of Peace, Jaltek Foundation
Incorporated
Contact #: 09099966315

Karen Marie Dizon
Manager, Power Up
Contact #: 09498296048

John Mark Travisona
Operations Manager, United Health Care, Alorica
Contact #: 09175924001