



DANROSE A. ROLDAN

Virtual Assistant

My Contact

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☎ +639271381844

📍 Unit 424 Bldg.1 Residencias de Manila Condominium, Jesus St., Paco, Manila, Philippines, 1007

📅 1 September 1982

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📧 roldan.dar22@gmail.com

Skills

- Office Apps
- Email Management
- Data Entry
- Initiative and Accountability
- Communication
- Multi Tasking

Academic Qualifications

- Professional TEFL
<https://www.tefl.com/>
Completed in May 2020
- Licensed Professional Teacher
PRC License Number – 1742709
Licensed in January 2019
- Certificate in Professional Education
University of the Philippines, Diliman,
Quezon City
Completed in 2016
- Bachelor of Arts in English
University of the East, Manila,
Philippines
Completed in April 2012
- Bachelor of Science in Psychology
Adamson University, Manila,
Philippines
2000-2004 at intervals

About Me

A hard-working and self-motivated educator that is eager to administer Virtual Assistant's duties and responsibilities. A technophile and problem-solver that you can depend on. An exuberant individual with multi-tasking skills in both team based and independent capacities.

Employment History

Virtual Assistant

My Freight Staff

<https://myfreightstaff.com/>

February 2023- 8 September 2023

- Providing exceptional customer service to carriers and customers via inbound and outbound calls
- Provide email support solutions via outlook
- Excellent multi tasking skills within tools and computer software programs

Assistant Supervisor (Teacher)

Heritage Academy, Singapore

845 Yishun Street 81, #03-186, Singapore 760845

1 January- 31 July 2020

- Facilitates the students learning by providing academic guidance.
- Switch from student to student quickly, instructing them in a concise and simple way.
- Maintains a motivating and encouraging learning environment and strong supporting relationships with each student.
- Maintains good communication and rapport with parents.

Reason for leaving: Family Circumstances

English Teacher

Makati Science Technological Institute of the Philippines
ERL Bldg. 4410 Old Sta. Mesa Zone 058, Brgy.. 592 Sta.
Mesa Manila

1 June 2015 – 31 March 2016

- Implement apt instructional and learning strategies, activities, materials, and equipment to ensure students learn quickly.
- Prepare course materials such as syllabi, assignments, and hand-outs.
- Conduct and facilitate classroom discussions

Reason for leaving: Study for the Licensure Examination for Teachers (LET)

English Teacher

SmartTeam School of Management
231 Mountbatten Road, Mountbatten Centre, Block B,
Level 3, Singapore, 397999

17 January – 31 December 2014

- Handled "Cultural Exchange Program".
- Plan, deliver and assess lessons.
- Conduct and facilitate classroom discussions.

Reason for leaving: Company Dormancy

Technical Support Representative

Teletech Customer Care Management Philippines, Inc.
1000, Building F SM Corporate Office, Bay Boulevard, J.W.
Diokno Blvd, Pasay, 1700 Metro Manila

6 February 2008– 7 March 2009

- Comply with standards for addressing client concerns
- Provide technical services to customers swiftly and efficiently
- Actively listen to a clients needs and provide effective solutions.

Reason for leaving: Pursue undergraduate education

Character References

• Mr. Paul Michael Paraguya

Supervisor

✉ paul.michael.paraguya@gmail.com

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📍 Heritage Academy
510 Thomson Road #17-04, SLF Complex,
Singapore, 298135

• Ms. Christianne Landingin

Teacher

✉ christianne.landingin@yahoo.com

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📍 Grace Christian College
30 Grace Ave., Balintawak,
Quezon City, Philippines

• Mr. Alvaro Nolasco

Professor

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📍 University of the East
2219 C.M. Recto Ave., Sampaloc
Manila, Philippines