

MARIAN AGUILA BERNARDINO



Contact

Address:

Ruwais, Abu Dhabi, UAE

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+971544055664

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Certifications

**- AAPC Certified Professional
Coder Apprentice**

2021 – Current

(Member ID: 01928242)

- ADEK Appointed Teacher

2019 – Current

(Reference Number:
PAL4717020200909)

**- Teaching English as Foreign
Language**

2018

(Certificate Identifier:
IGJmrvj6F3)

**- Philippine Regulation
Commission, Professional
Teacher**

2013 – Current

(Registration Number: 1235114)

Summary

Compassionate and fantastic multitasker with excellent people skills, strong attention to details and positive attitude.

Skills

- Medical Terminologies
- Analytical & Critical Thinking Skills
- Data Entry & Management
- Problem Solving
- Computer Literate
- Communication Skills
- Time Management
- ICD, CPT & HCPCS

Work Experience

✓ **Preschool Teacher, Asian International Private School**

Ruwais, Abu Dhabi (2019 – Current)

- Instructed children between ages five to six years old.
- Handled subjects like English, Mathematics, EVS.
- Arranged parent-teacher conferences to address student progress and collaboratively set goals for areas of improvement.
- Cultivated language skills through use of nursery rhymes and riddles to help students develop comprehension, vocabulary and love of language.
- Delivered structured lessons on readiness skills by emphasizing phonics, language skills, literature and handwriting.
- Collaborated with colleagues to create and use enhanced technology and smart boards.
- Reported to parents and administration about student progress.
- Delivered lesson plans, implemented school curriculum and established learning plan.

✓ **Preschool and Primary Teacher, SMO Al Faisal Private School**

Al Khafji, Saudi Arabia (2016 – 2018)

- Instructed children between ages four to nine years old.
- English subject teacher for pre-school and primary department.
- Utilized some technologies while teaching inside the classroom.
- Organized classroom and learning resources.
- Created imaginative displays to encourage a positive learning environment.
- Planned lesson plans and syllabus to facilitate positive development of students.
- Organized and took part in school events, outings and activities of the students.
- Eagerly established open communication and positive relationships with students, parents, peers, and administrative staff.

Education

- Master of Science:

Educational Administration,

2020 – 2022

Rizal College of Taal,

Batangas, Philippines

- Medical Coding 1, 2, 3, 4

2020 – 2021

Filipino Institute

United Arab Emirates

- Bachelor of Science:

Elementary Education,

2009 – 2013

Batangas State University,

Batangas, Philippines

Personal Data

Birth Date: April 17, 1993

Birth Place: Batangas, Philippines

Height: 154 cm

Weight: 55 kg

Religion: Roman Catholic

Civil Status: Single

Citizenship: Filipino

Reference

Mrs. Smitha Rani

KG In Charge

Asian International Private School

+971508261875

✓ **Primary Teacher, Future Generation Phil. International School**

Riyadh, Saudi Arabia (2014 – 2016)

- Instructed children between ages seven to nine years old.
- Taught English subject including Language and Reading for two years, as well as Filipino and MAPEH (Music, Arts, Physical Education and Health) for one year each subject.
- Choreographed class during school contests and performances.
- Taught during summer advance classes.
- Utilized some technologies while teaching inside the classroom.
- Prepared and cross checked the results of examination papers.
- Planned lesson plans and syllabus to facilitate positive development of students.
- Encoded data entries of the students such as ratings etc.
- Kept abreast with changes and developments in the structure of the curriculum.
- Arranged parent-teacher conferences to address student progress and collaboratively set goals for areas of improvement.
- Organized and took part in school events, outings and activities of the students.
- Helped admission office in conducting admission, record keeping, calls etc.

✓ **Primary Teacher, Kipsi Elementary School**

Batangas, Philippines (2013 – 2014)

- Instructed children between ages six to eight years old.
- Taught English subject including Language and Reading, as well as other subjects like Mathematics, Science, Filipino, MAPEH etc.
- Choreographed class during school contests and performances.
- Utilized some technologies while teaching inside the classroom
- Created imaginative displays to encourage a positive learning environment.
- Planned lesson plans and syllabus to facilitate positive development of students.
- Participated in parents teachers meeting.
- Organized and took part in school events, outings and activities of the students.

I hereby certify the accuracy and correctness of the above information.


MARIAN A. BERNARDINO