

MARIA CLEO PASION, LPT

ADMINISTRATIVE, DIGITAL OPERATIONS & EDUCATION TECHNOLOGY PROFESSIONAL

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PROFESSIONAL SUMMARY

Licensed Professional Teacher and multidisciplinary professional with experience in education, administrative coordination, private tutoring operations, digital content, social media support, and technology-enabled workflows. Skilled in records and schedule management, stakeholder communication, Google Workspace, instructional content, spreadsheets, presentations, and AI-assisted drafting and research. Brings organized execution, clear communication, attention to detail, confidentiality, and the ability to learn new systems quickly for remote administrative, operations, content, data-support, and EdTech roles.

CORE COMPETENCIES

Administrative Support & Operations: Calendar and schedule coordination | Records and file management | Data entry and validation | Reports and documentation | Meeting notes | Client and stakeholder communication | Task tracking | SOP documentation

Education, Content & Digital Support: Curriculum-aligned materials | Assessment and worksheet development | Presentation design | Social media content planning | Caption writing | Canva graphics | Community engagement | Basic video editing

Workflow & Productivity: Google Sheets trackers | Google Forms data collection | AI-assisted research, drafting and summarization | Prompt development | Independent remote work | Deadline management

TECHNICAL SKILLS

Google Workspace: Docs, Sheets, Forms, Slides, Drive, Gmail | **Microsoft:** Excel, Word, PowerPoint, Teams

Creative & Communication: Canva Pro, CapCut, Adobe Express, Zoom | **AI Tools:** ChatGPT, Claude AI, Google Gemini

PROFESSIONAL EXPERIENCE

Senior High School Teacher & Administrative Coordinator

Department of Education | 2024-Present

- Manage classroom and administrative workflows across multiple class cohorts, including schedules, learner records, assessment documentation, reports, and recurring deliverables.
- Prepare curriculum-aligned lessons, assessments, learning resources, official documents, and stakeholder-ready presentations.
- Coordinate communication among learners, parents, staff, and school administrators while maintaining accurate and confidential records.
- Develop Google Sheets trackers to support learner monitoring, assessment results, task completion, and administrative reporting.
- Use digital and AI tools to support research, document drafting, instructional preparation, and workflow organization.

PROFESSIONAL EXPERIENCE - CONTINUED

Independent Private Tutor & Business Operations Lead

Self-Employed | 2019-2024

- Managed client inquiries, scheduling, billing, session planning, communication, and follow-up for online and face-to-face tutoring.
- Created customized reviewers, worksheets, assessments, presentations, and visual learning materials based on learner needs.
- Communicated with parents regarding schedules, progress, learning needs, and academic concerns.

Social Media Content & Marketing Support

Freelance Projects | Four years of project experience

- Planned Facebook and Instagram content calendars and organized content assets around communication objectives.
- Created promotional graphics, flyers, banners, and social media posts in Canva while supporting consistent visual presentation.
- Wrote captions and supported audience interaction and online community engagement.
- Produced basic short-form video content using CapCut.

Elementary & High School Educator

Educational Institutions | 2018-2020

- Maintained learner records, administrative forms, classroom documentation, and parent-teacher coordination.
- Developed structured worksheets, instructional presentations, assessments, and other learning resources.
- Supported day-to-day academic operations through accurate documentation and organized communication.

SELECTED INDEPENDENT PROJECTS

Interactive Science Learning Websites: Developed web-based learning resources for Senior High School topics, including Simple Harmonic Motion, one-dimensional motion, and general science review. Combined explanatory content, quizzes, visual components, and independent-learning activities. Tools included HTML, AI-assisted coding, and Netlify.

Digital Assessment & Results Management System: Designed an education workflow for learner rosters, multiple-choice assessment records, score tracking, item-analysis concepts, section-level reporting, and student/teacher interfaces using Google Sheets and Google Apps Script-supported workflows.

Google Sheets Education & Operations Trackers: Built spreadsheet-based trackers for assessment monitoring, scores, attendance, learner records, tasks, tutorial hours, reporting, and Google Forms data collection.

AI Prompt & Productivity Workflows: Created reusable prompt workflows for research summarization, academic content, document drafting, communication, curriculum and assessment development, website planning, and administrative tasks using ChatGPT, Claude AI, and Google Gemini.

EDUCATION

Bachelor of Secondary Education, Major in Biology

PROFESSIONAL CREDENTIAL

Licensed Professional Teacher (LPT) | Board Licensure Examination for Professional Teachers

AVAILABILITY

Open to remote administrative support, virtual assistance, operations, education technology, curriculum/content development, social media/content coordination, Google Workspace/data support, and AI-assisted workflow opportunities.