

Résumé

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Summary of qualifications

EMPLOYMENT & JOB DESCRIPTIONS

Nine Years (9) years - Dean/Director - 2006 - present - *Christian International School of Theology - www.cistonline.org*

- *Implement Organizational vision, mission and goals for educational network in Asia;*
- *Strategic Planning on Inter-Cultural Studies and Development for Missions;*
- *Improve Global Training Programs, Curriculum & Instructions, Mentoring & Coaching;*
- *Development of Programs and Strategies for Academic Excellence and Quality Education;*
- *Formulate and Design Training Modules/Manuals and other educational or instructional materials, on the basis of Training Needs Analysis (TNA).*

Ten (10) years - Lecturer/Trainer - 2000 - 2010 - Various Schools and Organizations

- *Specialized field in Mentoring & Coaching for Leadership and Management;*
- *Planning, organizing and implementing workshop/seminars, conventions and trainings on Christian Formation and Values, Ethics and Leadership, Administration and Management;*
- *Participated in at least two major workshop/conventions annually;*
- *Provide a continuous evaluation and learning opportunities for School Faculty and Staff Development.*

Four (4) years - Management/Academic Consultant - 2004 - 2008 - *Christian Ministry College; Immanuel Institute and Seminary; Immanuel Theological Seminary; Philippine Reformed and Renewal Churches; Christian International School of Theology - www.cistonline.org*

- *Provide organizational analysis and evaluation for Organizational Development (OD);*
- *Strategic Planning and development of corporate culture and values;*
- *Evaluate Training Programs, Curriculum & Instructions, Mentoring & Coaching;*
- *Development of policies, programs and strategies for Management and Staff in accomplishing organizational goals and objectives.*

Nine (9) years - Associate Professor - 1995 - 2004 - *AMA Computer Learning Center*

- *Specialized training: PC Concepts; Software applications (DOS and Windows based); Computer Hardware and Internet technology; Computer Troubleshooting, & Networking;*
- *Formulate and develop teaching and training materials and manuals;*
- *Specialized research and training on the subjects: Management and Administration; Industrial Relations in Organization - Human Behavior and Organizational Development; Marketing and Advertising; Values Education, and Ethics; English Business Communications - Speaking and Writing; part of Quality and Development ISO Team.*
- *Trained and taught NCC-UK Curriculum subjects such as: Project Management; Business System Development and Basic Computing Principles;*
- *Participated in different computer training and seminars like: Microsoft Windows; Microsoft Office; Desktop Publishing and Layout; Cisco Networking, etc.*

MANAGEMENT EXPERIENCES & JOB DESCRIPTIONS

Five (5) years - Director - Christian Education - 1990 - 1995 - Christian Ministry Institute

- *Provide organizational leadership in the area of Administration, Human Resource Training and Development and Educational Management;*
- *Develop course description, course syllabus and course outlines;*
- *Specialized training in Curriculum or Instructional Design and Development;*
- *Provide and conduct continuous training modules and participated in at least two major training programs a year. Familiar with Training Needs Analysis (TNA).*

Four (4) years - Vice-President , Board Member - 1990-1994 – Assemblies of Christ for Truth and Sanctity, (ACTS, INC.) – a non-stock, non-profit organization

- *Specialized exposure in Management, Administration and Leadership;*
- *Responsible in planning, organizing, leading and directing the affairs of the corporation;*
- *Setting goals, objectives and its supervision; research and evaluation;*
- *Formulate methods, strategies and action plans in accomplishing the purposes of the organization; Church Planting Missions; Start-up Training School;*
- *Provide healthy working relationship together with the Board Members, officers and staff of the corporation;*
- *Participated in strategic planning, policy making, organizational structuring and development.*

LEARNING & TRAINING DESCRIPTIONS

Graduate - 2003 - Doctor of Philosophy in Theology and Religion - Christian International School of Theology - www.cistonline.org

- *Specialized studies in Philosophy, Theology and Religious Education;*
- *Leadership and Administration; Mentoring and Coaching; Social Biblical Theology;*
- *Interfaith and Cross-cultural Studies and Missions;*
- *Managing and organizing Christian Education and Instructions.*

Graduate - 2002 - Doctor of Ministry – Manila Theological College (MTC)

- *Specialized studies in Christian Leadership; Intercultural Studies and Missions;*
 - *Church Administration; Evangelism and Discipleship; and Practical Theology;*
- Christian Education and Current Social Issues.*

Two Years – 1996-‘97 - Ph.D. in Development Administration - Philippine Christian University

- Specialized studies in:*
- *Human Resource Development and Management (HRD);*
 - *Corporate Planning, Analysis and Strategy;*
 - *Financial Management, Analysis and Administration;*
 - *Quantitative Techniques;*
 - *Cross Administration of Culture and Values (International Management);*
 - *Administration of Political Development.*

Graduate - 1994 - Master of Arts in Christian Education - Asian Seminary of Christian Ministries

- *Specialized training in Academic Administration; Mentoring and Coaching*
- *Formulation and Research on Curriculum design and development.*
- *Familiar with Organizational Development and Human Behavior through social sciences (i.e. anthropology, philosophy, theology, cross-cultural studies, and biblical counseling);*
- *Emphasis on Christian education; values education and work ethics.*
- *Participated as team program coordinator in 10/40 Windows Convention with 300 participants*

Technical Skills - Knowledge in **Computers: Maintenance, Troubleshooting, Upgrade and Repair**; **MS Office, Webpage Application (MS Frontpage)**; **Networking (CISCO)**, **Basic Electricity**; **Radio Operation and Installation**; **PABX Maintenance and Technician**.

E m p l o y m e n t S u m m a r y

Christian International School of Theology - *Dean/Director* - Sept. 2006 -present
Various Schools, Seminaries - *Professor and Adjunct Faculty* - Sept. 2004 -2006
AMA Computer Learning Center - *Associate Professor* - June 1995 – Sept. 2004
Philippine Uniting Theological Seminary - *Faculty* - January 1995 - March 1995
Immanuel Missions & Seminary- *Faculty* - January 1995 - March 1995
World Mission Theological College - *Faculty* - June 1993 - March 1995
Touch Ministries Foundation, Inc. - *Director/Trainer* - March 1994 - January 1995
Christian Ministry Institute - *Faculty/C.E. Director* - June 1990 - June 1995
ACTS, Inc. - *Vice-President and Board Member* - January 1990 - March 1994

E d u c a t i o n

Post-Graduate Studies

Doctor of Philosophy in Theology and Religion **2003 Graduate**
Christian International School of Theology - Yangon, Myanmar

Doctor of Ministry (D. Min.) **2002 Graduate**
Manila Theological College (MTC) - Sta. Mesa, Manila

Ph.D. in Development Administration **1996-1997 Two Years**
Philippine Christian University (PCU) - Taft Avenue, Manila

Master of Arts in Christian Education **1994 Graduate**
Asian Seminary of Christian Ministries (ASCM) - Valero, Makati City

College Studies

Bachelor in Christian Education **1991 Graduate**
The Immanuel Institute & Seminary – Novaliches, Quezon City

Bachelor in Ministerial Study **1991 Graduate**
Cathedral of Praise Bible College - 350 Taft Ave., Manila

Diploma in Biblical Study **1989 Graduate**
Cathedral of Praise Bible College - 350 Taft Ave., Manila

B.S. Commerce - Accounting **1983 - 1984 Two Years**
Tayabas Western Academy - Candelaria, Quezon

B.S. Electrical Eng'g. **1977 - 1979 Two Years**
National University - Sampaloc, Manila

Computer Studies

Basic Computer Concept and Special Application Programs **1993 - 1994**
Dynavision Technology Center - EDSA Guadalupe, Makati City

Computer Literacy Program (DOS, Windows) **1995**

Advance Computer Literacy Course (MS-Office) **1995**
CMI - Computer Education and Training - Fairview, Quezon City

Technical Studies

Basic Electronics, Electricity and Drafting 1972 - 1977
Pamantasan ng Makati - (formerly MPCC) -G. Puyat Ave., Makati City

One (1) Year Electronics Technology 1980
Don Bosco Technical Institute - Pasay Road, Makati City

Three (3) Months Radio Operator's Course 1983
Sigma Security Services, Inc. - Cubao, Quezon City

Basic PABX Maintenance Course 1985 - 1986
Philippine Long Distance Telephone Co. - Malugay, Makati City

Professional memberships

John Maxwell EQUIP TRAINOR – Philippines - Member/Trainor, Quezon City
Manila Theological College Alumni Association - Member, Sta. Mesa, Manila
United Nations Volunteers Programme-Philippines - Member, Makati City
World Teach Ministries – Philippines - Member/Trainor, Quezon City
Philippine Reformed and Renewal Churches - Member, Quezon City
Institute for Praying People - Member, Quezon City
ASCM Alumni Association - Member, ASCM, Makati City
Asian Missionary Society - Member, ASCM, Makati City

Training / Seminars received

Received a **total of 35+ certificates** from different **leadership, motivational trainings, accomplishments and other seminars** . *Can be furnished upon request.*

References

Ptr. MANNY MULETA - Pastor
Victory Christian Fellowship – Fort Bonifacio
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