



# JAYCA LYN JACA

Science Research Assistant

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09071154494

**Email**

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**Address**

Zone 4 Brgy. Guadalupe, Baybay City, Leyte

## About Me

I am a highly skilled and have a strong background in customer service and research. With around 2 years of experience, I am constantly seeking opportunities to further enhance my skills and knowledge. I am a dedicated and hardworking individual who is committed to delivering high-quality results and exceeding expectations. Lastly, I am passionate and I am excited about the opportunity to leverage my skills and experience to contribute success and make a positive impact on the organization.

## Skills

- Computer
- Communication
- Research
- Customer Service

## Organizations

**VSU Graduate Students' Society (VSUGSS)**

2022-2023

*Treasurer*

**College of Agriculture and Food Science Student Supreme Council (CAFS-SSC)**

2018-2019

*Treasurer*

## Languages

- English
- Tagalog

## References

**Deejay M. Lumanao**

deejay.maranguit@vsu.edu.ph

**Suzette B. Lina**

sblina@vsu.edu.ph

## Work Experience

**Science Research Assistant**

2023 - 2024

**DSS Internationalization Project**

**Visayas State University**

- Conducting experiments and collecting data under the supervision of a principal investigator or research scientist.
- Analyzing and interpreting data using various statistical and analytical techniques.
- Assisting with literature reviews and background research to support ongoing research projects.
- Maintaining accurate records of research methods, findings, and data.
- Assisting with the preparation of research reports, presentations, and publications.

**Science Research Assistant**

2021 (4 Months)

**DSS Soil Health Services Program (DSOHeSeP)**

**Visayas State University**

- Conducting experiments and collecting data under the supervision of a principal investigator or research scientist.
- Analyzing and interpreting data using various statistical and analytical techniques.
- Assisting with literature reviews and background research to support ongoing research projects.
- Maintaining accurate records of research methods, findings, and data.
- Assisting with the preparation of research reports, presentations, and publications.

**Customer Service Representative (SiriusXM)**

2019-2021

**Concentrix, IT Park, Cebu City**

- Resolving customer complaints and issues in a timely manner.
- Updating customer account information.
- Escalating complex or unresolved issues to management.
- Keeping detailed records of customer interactions and transactions.

## Education

**Master of Science (Soil Science)**

2021 - Present

*Minor in Agronomy*

Visayas State University

**Bachelor of Science in Agriculture**

2015 - 2019

*Major in Soil Science*

Visayas State University