

JIREH D. VERUTIAO
22 YEARS OLD
BRGY. SUNGI DULAG, LEYTE
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OBJECTIVE

Seeking a challenging career in a progressive company that provides an opportunity to develop my skills and abilities.

SKILLS

- Computer Literate (Microsoft Office- MS Word, Excel, Powerpoint, Publisher)
- Excellent written and verbal communication skills
- Highly organized and efficient
- Ability to work independently or as part of a team
- Leadership Skills
- Research Writing

ELIGIBILITY

- Licensed Professional Teacher
R.A 1080

EXPERIENCE

- Customer Service Representative
Handling outbound calls for technical issues of the product
Concentrix, Lahug Cebu City
November 2019-June 2020
- English Tutor (Offline and Online)
October 2020- Present 2021
- Registration Officer I
Responsible for Registering Locals for National ID System
Philippine Statistic Authority
November 2020 – December, 2020

EDUCATION

- ❖ **TERTIARY**
Bachelor of Education Major in Biological Sciences
Visayas State University-Tolosa
Class of 2019
- ❖ **SECONDARY**
Dulag National Highschool
Class of 2015
- ❖ **ELEMENTARY**
Dulag SPED Center
Class of 2011

VOLUNTEER EXPERIENCE OR LEADERSHIP

- College Supreme Student Council
Visayas State University_Tolosa
Board Member (S.Y. 2016-2017)
- Future Educators Guild
Visayas State University-Tolosa
Public Information Officer (S.Y. 2017-2018)
- “The Dolphin” The official Student Publication
Visays State University-Tolosa
News Editor/Science and Development Editor (S.Y. 2017-2019)

