



JOVANIA OLASIMAN

📍 Isabel, Leyte 6529

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SUMMARY

Detail-orientated instructor adept at making critical decisions, managing deadlines and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements.

EXPERIENCE

PART-TIME INSTRUCTOR, 08/2019 - 12/2019
Visayas State University, Baybay City, Leyte

PART-TIME INSTRUCTOR, 08/2020 - 02/2021
Visayas State University, Baybay City, Leyte

PART-TIME INSTRUCTOR, 08/2021 - 01/2022
Visayas State University, Baybay City, Leyte

- Organised and implemented in-class experiments for all learning modules to increase student participation.
- Managed daily tasks and workload of TAs, assigning responsibility to assist underperforming students.
- Developed open and professional relationships with team members to facilitate effective issue resolution.
- Maintained digital and physical filing systems following practices for organisation and information protection.
- Optimised learning processes through research and development of innovative learning methods.
- Developed guides and course materials focused on reinforcing lecture information and helping students learn.
- Built and maintained positive relationships with students, parents, colleagues and administrators to facilitate positive and effective educational experiences.

SKILLS


- Problem-solving
- Team building
- Strategic planning
- Computer proficient
- Virtual learning
- Teaching, tutoring and counselling
- Flexible and adaptive
- Chemistry subject expertise
- Critical thinker
- Reporting and documentation
- Interactive teaching/learning
- Excellent reading comprehension

EDUCATION

Visayas State University, Baybay City, 2019
Bachelor of Science: Chemistry

LANGUAGES

Filipino: First Language

English:  B2
Upper Intermediate