



Heziel Mae Joy Pitogo

INSTRUCTOR

CONTACT

Phone

0945-559-5425

Email

pitogo.heziel@gmail.com

Address

Christian Community Church
Balugo, Albuera, Leyte 6542

SKILLS

- Exceptional writing skills in English
- Note-taking, transcribing
- Passion for teaching
- Calligraphy, lettering, and art

REFERENCES

Jane B. Austria

DepEd Teacher

Phone: 998-1615-652

Paula Nadrea Paquibulan

DLABS Instructor, VSU

Phone: 936-8687-855

Queen-Ever Atupan

Finance Department, VSU

Phone: 995-5181-566

PROFILE INFO

Currently a graduating student of VSU taking up Bachelor of Arts in English Language Studies; with 7 years of experience working as a freelance writer/rewriter and 2 years' experience teaching preschool; seeking for a position that utilizes gained knowledge in the academe, allows professional growth, and makes room for learning new things.

EXPERIENCE

2018 - 2019

8 Point 8

Social Media Marketing Writer

- Wrote social media marketing posts for Facebook and Twitter; promotional blogs; texts for infographics
- SMM posts' niches include healthcare, childcare, assisted living, education, logistic services, personal services, organization promotions, and information

2015 - 2019

Private Employer Ghostwriter

- Wrote blog posts, zine articles, and listicles
- Niches include beauty, relationships, specific products (reviews), weddings, and entertainment

2012 - 2018

Upwork

Freelancer

- Writer, rewriter, transcriptionist, virtual assistant, internet radio commentator
- As a writer, wrote blog posts, product descriptions and reviews, listicles, podcast summaries, and news snippets
- Niches for writing include real estate, specific products, motherhood, pregnancy, health, current events, Christianity, history, relationships, and entertainment
- As a transcriptionist, tasks included transcribing word-for-word with time-stamping
- As a VA, did email extraction, Excel lists, research, email writing and marketing, as well as Pinterest management

2015-2017

Afga Light and Life Learning Center

Preschool Teacher

- Handled two classes: nursery (aged 2-4) and kinder (aged 5-6)

EDUCATION

2019-2023

Bachelor of Arts in English Language Studies Visayas State University

- Recognized as a top student, first semester of SY 2019-2020