

CHARLOTTE JANE S. NUENOS, LPT

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Isabel Leyte, 6539

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PROFESSIONAL OBJECTIVE

- To obtain the position of Part-time Faculty Social Study Instructor in a high paced academic institution. Offers exceptional ability to implement oral and written instructions, created effective working relationships with students and colleagues, and ensure school classroom management strategies are maintained.

PERSONAL INFORMATION

- | | | |
|---|---------------------|----------------------------|
| ○ | Date of Birth: | June 15, 1998 |
| ○ | Place of Birth: | Ormoc City, Leyte |
| ○ | Nationality: | Filipino |
| ○ | Civil Status: | Single |
| ○ | Languages/ Dialects | English, Filipino, Cebuano |
| ○ | Religion | Roman Catholic |
| ○ | Height | 5’1” |
| ○ | Weight | 45 kgs |

EDUCATIONAL BACKGROUND

- **Master of Education, Major in Biology, Minor in English**
March 2021 – Present
Visayas State University
Visca, Baybay City, Leyte
- **Bachelor of Secondary Education major in Biological Sciences**
June 2014 – June 2018
Visayas State University
Visca, Baybay City, Leyte
- **High School Education**
June 2010 – March 2013
Isabel National Comprehensive School
Brgy. Marvel, Isabel Leyte
June 2013 – March 2014
Linao National High School
Brgy. Linao, Ormoc City, Leyte
- **Elementary Education**
June 2004 – March 2010
Isabel Central School
Brgy. Marvel, Isabel Leyte

EXPERIENCES

Practice Teacher at Seguinon National High School in Grade 7 and 9

August 2017 – November 2017

- Prepared effective daily lesson plans.
- Organized and prepared relevant instructional materials for daily classes.
- Organized varied daily learning activities for students.
- Conducted formative assessment at the end of every topic.
- Organized and taught 400 students every day.
- Planned and implemented a positive discipline that promote student’s responsibility, roles and student’s accountability.
- Conducted the second periodical test.
- Fill up School Forms

Customer Service Representative for Magazine Publishers at Teleperformance

November 2018 – February 2021

- Providing support to customers observing strong communication skills.
- Answering more or less 300 emails a day.
- Resolved customer subscribers efficiently and effectively

Part-time Instructor in VSU-Isabel

September 2021 – December 2021

- Organized and created syllabus and learning guides
- Prepared TOS and effective assessments.
- Maximized the use of digital teaching platforms (VSU E-learning)

COMMUNICATION

- English
- Cebuano (Native)
- Filipino

SEMINARS/TRAININGS ATTENDED

- | | |
|---|---|
| ○ Student Teaching Orientation Seminar | Vsu, Visca Baybay City Leyte |
| ○ Computer Literacy | Asia Pacific Career College, Tacloban City, Leyte |
| ○ Board Licensure Examination for Teachers (BLEPT) | Tacloban City, Leyte |
| ○ 2-Day Training Workshop on Making Report of Extension Proposals and Project Reports | INAVS, Marvel, Isabel, Leyte |
| ○ Training – Workshop on Assessment in Higher Education: Creation of Table of Specifications (CPD Training for Professional Teachers) | VSU E-Learning Portal |

COMPUTER SKILLS/KNOWLEDGE

- Proficiency in using Microsoft Office Application
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Power Point
 - Microsoft Publisher

CHARACTER REFERENCE

BAYRON S. BARREDO

Asst. Professor III

Dean - College of Education

Visayas State University

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RIS M. MODINA

Instructor III

Department of Biological Sciences

Visayas State University

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STEPHEN C. TEMPORADA

Asst. Professor II

Head – Department of Arts and Sciences

Visayas State University – Isabel

INAVS, Marvel, Isabel, Leyte

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