



JESSA MAE VERZOSA FLORES

CONTACT

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🏠 Patoc Dagami, Leyte, Philippines

EDUCATION

**Master of Education,
Major in Special Education**
Leyte Normal University —
Aug 2023 – May 2025 (21
Units)

**Bachelor of Elementary
Education**
Leyte Normal University —
Jun 2015 – May 2019
Certification

LICENSURE

**Licensure Examination
for Teachers (LET)**
Professional Regulation
Commission —
September 2019

PROFESSIONAL OVERVIEW

Professional with expertise in data management, paperwork, and administrative assistance who is very trustworthy and well-organized. Competent in organizing everyday operations, keeping records, and creating reports. Renowned for having excellent communication skills, paying close attention to details, and working effectively in hectic settings.

WORK EXPERIENCE

Substitute Teacher — Plaridel Elementary School
Feb 3, 2025 – May 11, 2025

- Delivered lessons and supervised classroom activities.
- Prepared lesson plans and instructional materials.
- Manage student records and school reports.

Substitute Teacher — Plaridel Elementary School
Nov 21, 2023 – Feb 20, 2024

- Facilitated lessons and maintained classroom discipline.
- Produced learning resources aligned with the curriculum.
- Completed and organized required reports and student records.

Substitute Teacher — Cansamada Elementary School
Sept 14, 2023 – Oct 30, 2023

- Planned and taught daily lessons to learners.
- Developed instructional materials to support teaching.
- Recorded and submitted academic and attendance reports.

Learning Support Aide — Patoc Elementary School
Sept 1, 2021 – Jan 20, 2023

- Assisted in producing modules, activity sheets, and instructional tools.
- Supported teachers in consolidating school data and reports.
- Organized and filed official school documents.
- Provided general administrative and instructional assistance.

SKILLS

- Teaching & Classroom Management: Lesson planning, student supervision, inclusive education
- Administrative Skills: Report writing, data consolidation, documentation, organization
- Technical Skills: Proficient in Microsoft Word, Excel, PowerPoint
- Soft Skills: Strong communication, teamwork, interpersonal relations, conflict resolution