

Eve Asumbrado Serato

Brgy. Malinao, Mahaplag Leyte 6512

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Personal Profile Statement

A motivated, adaptable, organize, multi-task, and responsible. I really hope there is a chance interview, which I can explain how the potential in me I will give a tremendous asset for Office Clerk at your Office.

Education

2016 – 2020	Bachelor of Elementary Education	FCIC Baybay
• Academic Honor • Deans Lister		
2019	National Certificate II	TESDA
• Housekeeping NCII		
2011 – 2015	Mahaplag National High School	Mahaplag
2005 – 2011	Salvacion Elementary School	Ormoc

Employment

Jun. 2020 – Jul. 2022	Private Tutor	Baybay
• Help students learn • Understand new concepts • Complete assignments		

- Reviewing textbooks in detail

Jan. 2019 – May 2019 DESO Technical Support Staff Baybay

- Report to the NTSC
- Assist the EB in the installation and the operation of the VCM
- Troubleshoot the VCM in case of system defect and provide solution
- Call NTSC if problem cannot resolved

Qualifications

- Licensed Professional Teacher
- National Certificate II

Skills

- Basic computer literacy skills
- Organizational skills
- Strategic and planning skills
- Time-management skills
- Verbal and written skills
- Critical thinking skills
- Quick-learning skills
- Detail-oriented

Hobbies and Interests

I enjoy reading non-fiction books, riding motorcycle and socializing with friends and family.

References

Mr. Leomartin Hersalia

Kindergarten Teacher

Cabatoan ES

Address: Brgy. Maitum Baybay City

Mobile: 09667001095

Mrs. Boboy Paraiso

Brgy. Captain

Zone 23

Address: Zone 23 Baybay City

Mobile: 09194911146

Ms. Genevieve T. Bactasa

College Faculty

Franciscan College of the Immaculate Conception

Address: Baybay City Leyte

Mobile: 09450373831