



GILLY MAE ESCASINAS

T E A C H E R

PROFILE

Adaptable Education Major in Filipino Language graduate, who tutored students in subjects that required English as a medium despite being a Filipino major. Demonstrated the ability to be patient with kids and create conducive learning environments with them to ensure effective learning. Accepts advice and criticism from superiors to improve performance at work.

CONTACT

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EDUCATION

VISAYAS STATE UNIVERSITY

2015-2020

Bachelor of Secondary Education

WORK EXPERIENCE

Private Tutor

2018-2021

Assist 4 learners, Pre-school and Elementary learners, individually with all curriculum required subjects. Used different teaching approach and create different kinds of learning materials. Give feedback to learners and parents of the learning progress.

Dean of Students Office – Visayas State University

Administrative Staff

2021-2023

Accommodate diverse students with different inquiries such as scholarships, dormitory availability and billed students' accountability under Free Higher Education of Universal Access to Quality Tertiary Education Act, officially designated as Republic Act 10931 of the Philippines.

Accounting Office – Visayas State University

2023-Present

Accommodate students with their university accountability such as dormitory, Graduates and Foreign students' miscellaneous balances. Validates, bills, releases and liquidates students grants of Tertiary Education Subsidy program under Unified Student Financial Assistance System of Commission on Higher Education. Billed students' accountability under Free Higher Education program of Universal Access to Quality Tertiary Education Act, officially designated as Republic Act 10931 of the Philippines.

SKILLS

COMMUNICATION SKILL: Not as fluent as native English speakers but I can assure that I can write, read, understand and can communicate using English language respectfully.

TEAMWORK: I always work with a team, especially since our office work cannot be accomplished easily when I am alone. As a team leader, I make sure that we have a fair division of workloads. I assure to hear their side on how we can improve our process in accomplishing our works.

MICROSOFT OFFICE SUITE: At my current job, Microsoft Office products—particularly Word, PowerPoint, and Excel—are utilized constantly. Although I can't claim to be an expert user of these applications, I can guarantee you that I am more proficient with them today than I was when I was first starting out.