



Lyka S. Bagarinao

BACHELOR OF SECONDARY EDUCATION

To be considered for the admin position, I am seeking an organization that values a highly organized and detail-oriented individual with a proven ability to manage multiple tasks effectively and efficiently. I am confident in my ability to contribute to a positive and productive work environment while demonstrating exceptional communication and interpersonal skills. I am eager to learn and grow within a dynamic team, contributing to the overall success of the school.

PERSONAL INFORMATION

Contact No. : 09107747935

Email Add. : lykabagarinao14@gmail.com

Date of Birth: October 14, 2001

Place of Birth: Baybay City

Nationality : Filipino

Civil Status : Single

Age : 23 years old

Sex : Female

Height : 5'4"

Weight : 53kgs.

Father's Name : Ernesto S. Bagarinao

Mother's Name : Marieta S. Bagarinao

Language : English, Tagalog, Bisaya

SKILLS

Computer Proficiency: In microsoft office suite: Word, Excel, PowerPoint.

Office Equipment Proficiency: able to operate various office equipment like Printers, Scanners, Copiers.

Good Communicator

Time-efficient

WORK EXPERIENCE

Pre-Service Teacher

Baybay City, 2023

Teaching in the Department of Education (DepEd) and dealing with students is not easy, but if you have the courage and passion to teach, it is a remarkable experience.

Work Immersion

Baybay City, 2019 - 2020

Making a Database of Barangay Nutrition Scholars for 2019: I have learned to concentrate on what I am doing because a single error can derail the entire process.

EDUCATION

2020-2024 -Visayas State University

Bachelor of Secondary Education - English

Dean's Honor during the 2nd Semester of Academic Year 2022-2023 and 1st Semester of Academic Year 2023-2024

2018-2020 -Franciscan College of Immaculate Conception

Humanities and Social Sciences - **With Honors**

2013-2018 -Bunga National High School

Bunga Baybay City, Leyte- **With Honors**

2006-2013 - Marcos Elementary School

Marcos Baybay City, Leyte-**1st Honorable Mention**

REFERENCES

Mr. Enrico F. Lufrangco -Baybay City Division Officer

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Mrs. Erma Joy B. Lufrangco - Teacher III

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Mrs. Love B. Sinadjian - Teacher III

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