



ALJUN BRYAN LACASA

LICENSED PROFESSIONAL TEACHER

CONTACT

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SOFT SKILLS

- Interpersonal Skills
- Solid Organizational Skills
- Adaptability
- Strong Written and Verbal Skills
- Problem-Solving

TECH SKILLS

- Microsoft Office
- Database and Email Management
- File Management
- Data Entry
- Report Generation
- Printing Services
- Document Formatting

LANGUAGES

- English (Proficient)
- Filipino (Proficient)



PROFILE SUMMARY

A Bachelor of Physical Education graduate with a strong background on communication, empathy, and solving problems as I have during the teaching internship honed the capacity to handle and address diversified needs, concern-resolving effectiveness, and connections towards meaningful relationship that are most easily transferable into other customer care activities. I am highly adaptable and service-oriented, committed to ensuring client satisfaction by providing clear communication and efficient solutions. With a passion for fostering positive relationships, I am eager to bring my interpersonal and organizational skills to the role of Administrative Aide VI (Clerk III).



EDUCATION

Bachelor of Physical Education 2018 - 2024
College of Education | Leyte Normal University

General Academic Strand (GAS) 2012- 2018
High School Diploma | Sta. Rita National High School, *With Honors*



WORK EXPERIENCE

TEACHER INTERN, Leyte Normal University, JAN 2024 - FEB 2024
Tacloban City, Province of Leyte

- Developed technical skills by managing files, reports, and software tools.
- Used Microsoft Office for lesson planning, assessments, and progress tracking.
- Assisted in classroom management, grading, and providing constructive feedback.
- Collaborated on lesson planning and delivered engaging teaching sessions.

TEACHER INTERN, Leyte National High School, Tacloban City, Province of Leyte FEB 2024 - APR 2024

- Conducted engaging Physical and Health Education lessons for G11 students.
- Maintained a positive, well-managed classroom environment.
- Graded assignments, tracked progress, and provided constructive feedback to students.
- Utilized Microsoft Office tools for lesson preparation, assessments, and student tracking.



ACHIEVEMENTS AND CERTIFICATIONS

- Recognized for academic excellence and maintaining high grades in my high school, *With Honors*, 2018.
- Distinction Awardee, BPED Movers, Leyte Normal University, 2019
- Competence in Practicum Awardee with a grade of 1.3, Leyte Normal University, 2024
- September LET Passer, 2024
- Basic Computer Literacy Training Completer, Infinittech Training Center, 2025
- Advanced Office Management and Administration Skills Training Completer, 2025