



LOVELY JOY PACATE



CONTACT



Brgy. Maybog, Baybay City Leyte,
Philippines 6521



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SKILLS

• Personal and Life Skills

- Time Management
- Goal Setting
- Decision Making
- Communication Skills

• Technical Skills

- Microsoft Office Suite
- Google Workspace
- Basic Graphic Design
- Basic Video Editing

• Language

- Cebuano
- Tagalog
- English



OBJECTIVES

To secure a position in a forward-thinking organization where I can grow my career, develop new skills, and make a positive impact. I am open to exploring various roles and responsibilities that allow me to utilize my strengths and contribute to the company's objectives.



EDUCATION

• Bachelor of Secondary Education Major in Social Studies - *Cum Laude*

2020 - 2024

Visayas State University

• Humanities and Social Sciences

2018 - 2020

Damulaan Senior High School

• Damulaan National High School

2014 - 2018

Damulaan Albuera Leyte

• Maybog Elementary School

2008 - 2014

Maybog, Baybay City, Leyte



WORK EXPERIENCES/INTERNSHIPS

• Teaching Internship - Bunga National High School

Pre-Service Teacher

- Supervised students with different abilities and learning styles.
- Organized lessons and teaching demonstrations.
- Acquired interpersonal relationship skills to build rapport with students.

• Work Immersion- Senior High School (Municipal Hall at Albuera Leyte, Philippines 6542

Intern

- Responsible for preparing, drafting complete and accurate bidding papers, including project specifications, and any additional required documentation. Ensured that all documents adhered to the required legal, technical, and procedural standards for submission.
- Accurately encoded data into digital systems, ensuring that all information was correctly recorded, formatted, and easily accessible.