

RHEA R. PEJOTO

Brgy. Mahayag, Albueria, Leyte | pejotorhea@gmail.com | 09380383212

Education

Visayas State University – Main Campus

Bachelor of Secondary Education Major in Science

- Student Teaching Proficiency Nominee

Baybay City, Leyte
July 2025

Franciscan College of the Immaculate Conception Inc.

Science, Technology Engineering and Mathematics

- With Honors

Baybay City, Leyte
April 2020

Professional Certification

Career Service Professional Eligibility | CSE (Professional Level)

August 2024

Work Experience

Caridad National High School

Student Teacher Intern

- Planned and delivered science lessons using diverse strategies to meet student needs. Facilitated activities, managed classroom behavior, and prepared assessments to track progress. Collaborated with teachers to improve lesson delivery and learning outcomes. Developed strong communication, adaptability, and presentation skills—transferable to collaborative and client-facing roles in a corporate setting.

Baybay City, Leyte
Sept. – Nov. 2024

Gender and Development Office

On-the-Job Trainee

- Assisted in clerical tasks such as sorting and organizing files, providing frontline support to clients, and helping manage daily operations. Also contributed to product preparation and sales at the GAD Pasalubong Center. Gained experience in administrative support, customer service, and basic product handling contributing to both front-facing service and behind-the-scenes work in a dynamic office environment.

Baybay City, Leyte
Nov. – Dec. 2019

Leadership & Seminars

Youth of Iglesia Filipina Independiente Student Association - VSU

General Secretary

- Managed official documentation and communication within the organization. Prepared and recorded meeting minutes, played a key role in coordinating events, and supported the smooth operation of the organization's activities. Strengthened leadership, time management, and organizational skills through active involvement.

Baybay City, Leyte
Aug. – May 2023

Seminar

- **Thriving in the 21st Century : Equipping Students with the Skills for Success**

Key Skills

- Strong written and verbal communication
- Excellent organizational and time management abilities
- Proven teamwork and interpersonal skills
- Adaptable in fast-paced and dynamic environments
- Detail-oriented in documentation and administrative tasks
- Skilled in meeting coordination and minute-taking

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- **Customer-focused with a proactive approach to problem-solving**
- **Proficient in Microsoft Office and Google Workspace tools**