

TRISHA MAE G. CERENA, LPT



CONTACT

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- 📍 Tanauan, Leyte

PROFILE SUMMARY

Dynamic and results-oriented professional with extensive experience in educational and administrative roles, notably as a Volunteer Teacher at a Public High School. Excelled in utilizing multimedia to enhance learning, fostering positive student relationships, and streamlining office operations.

EDUCATION

2024- Ongoing
EASTERN VISAYAS STATE
UNIVERSITY

- Master of Arts in Education Major in Physical Education

2023

LEYTE NORMAL UNIVERSITY

- Bachelor of Physical Education
- Dean's List
- Competence in Practicum Awardee

SKILLS

- Computer Proficiency
- Public Relations
- Teamwork
- Time Management
- Organizational Skills
- Office Administration
- Photo and Video Editing

CERTIFICATES

- Licensed Professional Teacher: PRC
- Computer Literacy: TESDA
- Teaching Webinars: PAFTE
- Ugayan RPMS-PPST- LNHS

WORK EXPERIENCE

Home Based

2024

Private Tutor

- Collaborated with students to complete homework assignments, identify lagging skills, and correct weaknesses.
- Supported students with helpful study habits and exam strategies.
- Used positive reinforcement, repetition, and review to help students master challenging material.

Lucena National High School

2023-2024

Volunteer Teacher

- Utilized computers and audio-visual aids such as flashcards, print materials and multimedia to supplement presentations.
- Established and maintained positive relationships with students to foster environment of support and open communication.
- Prepared objectives and outlines for courses of study by following curriculum guidelines and state standards.

General services Office

2022

Administrative Aide

- Greeted incoming office visitors, answered questions, and directed individuals to office locations.
- Managed filing system, entered data and completed other clerical tasks.
- Assisted coworkers and staff members with special tasks on daily basis.