



JOMERLY JANE NUÑEZ

I N S T R U C T O R

CONTACT

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EDUCATION

Juris Doctor

Western Leyte College
Ormoc City, Leyte Philippines
2022-present

Bachelor of Arts in English Language

Mountain View College
Valencia City, Bukidnon,
Philippines
2018-2022
Magna Cum Laude

SKILLS

- Proficient in Office Software
- Communication Tools
- Strong organizational and time management abilities
- Excellent written and verbal communication skills
- Capable of managing multiple calendars and scheduling appointments

ABOUT ME

I am a Bachelor of Arts in English Language graduate, magna cum laude, currently serving as an Administrative Assistant V in the Local Government Unit of Ormoc. In my current role, I have honed my skills in administrative management, communication, and organizational tasks, ensuring the smooth operation of municipal activities. With a strong academic background and practical experience in a dynamic governmental environment, I am now seeking to leverage my expertise and passion for language as a part-time instructor. I am eager to contribute to an educational institution by fostering a deep appreciation for English language and literature among students, utilizing my academic excellence and professional experience to enhance their learning journey.

EXPERIENCE

Administrative Aide I

Local Government Unit - Ormoc

January 2023-January 2024

- Managed daily clerical tasks
- Streamlined Office Operations
- Aided Admin Functions

Administrative Assistant V (Private Secretary I)

Local Government Unit - Ormoc

January 2024-Present

- Managed executive schedules
- Handled confidential data
- Coordinates executive communications