

LOVENDENO, HONEY GEE R.

- Real St. Poblacion Albuera, Leyte
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PROFESSIONAL OBJECTIVE

To obtain a position where I could effectively apply my knowledge and skills I've learned and to give an opportunity to work productively and accurately in your establishment.

EDUCATION

**March 2019 BLEPT Passer
(Licensed Professional Teacher)**

Visayas State University, Baybay City, Leyte S.Y (2014-2018)

Bachelor of Secondary Education Major in Biological Sciences

Anahawan National High School, Brgy. Anahawan, Bato, Leyte (S.Y 2011-1014)
Secondary Education

Anahawan Elementary School, Brgy. Anahawan Bato, Leyte S.Y (2006-2011)
Elementary Education

EXPERIENCE:

November 2019 to present at Create Grow Corporations-Next Inc., Cebu Business Park, Ayala Center Cebu

- Online English as Secondary Language Teacher (PM shift)
 - Plan, prepare, and deliver lessons to young Japanese students
 - Prepare teaching materials
 - Help students improve their listening, speaking, reading and writing skills
 - Check and assess students' work
 - Organize and run specialist course

July to October 2019 at 3D Universal English Institute, Inc . 2F Hotel La Nivel, JY Square, Lahug Cebu City

- Admin Staff/ Scheduler/ Assistant to the Academic Director
 - Write business letters, reports or office memos
 - Operate a range of office machines such as photocopiers, computers and faxes
 - File papers and documents
 - Administering test for new students
 - Conduct orientation to students about rules and regulations in the academy
 - Planning and scheduling meetings and appointments
 - Planning and making students' class schedules
 - Accommodating students' concerns about academic
 - Training and supervising support staff
 - Book Inventory

August 2018– November 2018 at Dr. Geronimo B. Zaldivar Memorial School of Fisheries on junior year from August 2018– November 2018

- Practice Teacher
 - Plan lessons in the Science subjects
 - Manage classroom for students' learning experiences
 - Organize classroom activities
 - Participate several school activities and programs conducted

EXTRA – CURRICULAR ACTIVITIES

- Member of the Alliance of Biological Sciences Major at Visayas State University, Department of Biological Sciences
- Member of CE Colossal Tigers at Visayas State University, College of Education

SEMINARS / TRAINING ATTENDED AND CONDUCTED

- Student Teacher Orientation Seminar - VSU – August 2018

COMPUTER SKILLS

- Proficient in word processing, spreadsheet management and presentation using Microsoft Office.
- Knowledgeable in internet applications such as the Google interface, social networking sites and other search engines.

LANGUAGES

- Cebuano
- Filipino
- English

PERSONAL BACKGROUND

- Date of Birth: January 30, 1998
- Place of Birth: Bato, Leyte
- Nationality: Filipino
- Status: Single

PERSONAL REFERENCES

MELINDA L. LAVEGA

Associate Professor, Department of Teachers Education
College of Education
Visayas State University, Baybay City, Leyte

MARY GRACE B. BACASON

Teacher II, Dr. Geronimo B. Zaldivar Memorial School of Fisheries
Albuera, Leyte

MERCHEL L. MAXILOM

3D Academy
Academic Director