


Ashierah Rhyce B. Esco

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Objective: To secure a responsible career in teaching and to fully utilize my training and skills, while making a significant contribution to the success of the company/office in promoting inclusive education.

WORK EXPERIENCE:

February 15, 2022- Administrative Aide

Present

HRMO Visayas State University

- Receives and Logs NBC 461 documents using document tracking system;
- Stamps "Certified True Copy" on duplicates of evidences for authentication by the Secretary;
- Organizes, sorts, checks and files documents for evaluation;
- Facilitates and assists the conduct of NBC 461, ABP & NAPB Committee's meetings;
- Encodes Draft APB & NAPB Notices and Minutes of Meeting; and
- Performs NBC 461- related tasks assigned by the Committee.

November 15, 2020 – ESL Junior Teacher

December 16, 2021 51 Talk Company

- Conducts one on one English lessons to Chinese and Japanese students from beginner level to intermediate class.
- Teaches Chinese learners English in fun and integrated fun online video lessons and evaluate learner's performance based on set guidelines.

RELEVANT SKILLS:

Administrative/ Clerical competency

- Writes comprehensive reports, creates and enforce efficient office procedure to processes pertinent data in managing the business records.
- Gather and update office data in a regular and accurate manner, maintaining well-organized records to responds swiftly to various administrative needs.

Teaching

- Conducts English lessons with comprehensive teaching strategies.
- Incorporate digital technology for learning activities, and class proper implementation.
- Adhered strict school policies and promotes sound classroom management.
- Instructs Filipino classes ranging between 20-50 students.

LICENSED PROFESSIONAL TEACHER

Valid until; 08/29/2026

EDUCATION:

2023- Present

Master of Arts in Education major in Filipino

2019-2020

Bachelor of Secondary Education, Filipino major
Visayas State University

TRAININGS AND SEMINAR

July 11, 2023

Gender Sensitivity Orientation for VSU Faculty and Staff

February 15, 2023

ISO 9001:2015 Awareness/Re-Awareness Virtual Seminar


October 6, 2021

Certificate of Completion, Participating in Workplace Communication TESDA Online Program (tgFKW1yHZi)

February 7, 2020


Certificate of Attendance on Work Ethics of a Productive Worker, National Wages and Productivity Commission.

SOFT SKILLS

Communication 

Interpersonal Skills 

Leadership 

Problem Solving 

Time management 

CHARACTER REFERENCE

Dr. Joel Q. Mabalkin

Academic Adviser
Visayas State University
Baybay City, Leyte
0997 742 8753

Ms. Sarah Mae Duallo

College Classmate
Merida, Leyte
0926 452 5479

Ms. Honey Sofia V. Colis

Supervisor
Visayas State University
Baybay City Leyte
053 5637323

I hereby certify that all the above information given is true and correct to the Best of my knowledge and belief.


ASHIERAH RHYCE B. ESCO
Applicant