



# JESSA MAE VERZOSA FLORES

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## Professional Summary

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Detail-oriented and resourceful professional with experience in teaching and administrative support. Skilled in organizing documents, preparing reports, and assisting with office tasks. Strong communication and interpersonal skills with the ability to adapt quickly and work effectively in team environments.

## Education

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### Master of Education, Major in Special Education

Leyte Normal University — Aug 2023 – May 2025 (21 Units)

### Bachelor of Elementary Education

Leyte Normal University — Jun 2015 – May 2019

## Licensure

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### Licensure Examination for Teachers (LET)

Professional Regulation Commission — Sept 2019

## Experience

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### Substitute Teacher | Plaridel & Cansamada Elementary Schools

*Sept 2023 – May 2025 (various terms)*

- Delivered and supervised classroom instruction.
- Prepared lesson plans and instructional materials.
- Completed student records and school reports.

### Learning Support Aide | Patoc Elementary School

*Sept 2021 – Jan 2023*

- Assisted in module and activity sheet preparation.
- Supported teachers in report consolidation and documentation.
- Organized school data and provided administrative assistance.

## Skills

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- Lesson planning & classroom management
- Student supervision & inclusive education
- Report writing & documentation
- Proficient in MS Word, Excel, PowerPoint
- Strong communication, teamwork & interpersonal skills