

# KIZZY MAE S. BOJA

## LICENSED PROFESSIONAL TEACHER

### CONTACT DETAILS

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### WORK EXPERIENCE

**NSTP - Civic Welfare Training Service Coordinator** *August 2023 – May 18, 2024*  
Visayas State University | Baybay City, Leyte

- Led and supervised a team of 90 CWTS student members, ensuring effective coordination and collaboration in community outreach programs and service initiatives.
- Facilitated training sessions for CWTS team members, focusing on community development principles, leadership skills, and ethical considerations in social service.
- Promoted a positive team culture by fostering open communication, resolving conflicts, and recognizing the contributions of individual team members.
- Collaborated with university faculty, staff, and student leaders to integrate CWTS activities into the broader educational framework, aligning community service with academic objectives.

**Part-time College Instructor** *September 2022 - May 24, 2024*  
Department of Liberal Arts & Behavioral Sciences | Department of Philosophy & Social Sciences  
Visayas State University | Baybay City, Leyte

- Developed and delivered engaging lectures, fostering a dynamic learning environment that encouraged student participation and critical thinking.
- Utilized diverse teaching methods, including multimedia presentations, group discussions, and hands-on activities, to accommodate various learning styles and promote a comprehensive understanding of course material.
- Collaborated with colleagues to enhance departmental initiatives, participated in curriculum development committees, and contributed to the overall improvement of academic programs.
- Utilized technology tools and learning management systems to facilitate efficient communication, assignment submission, and grading processes, enhancing the overall educational experience.

**Election Campaign Assistant Secretary** *January 2022 – May 2022*  
Hindang Reformist Group | Hindang, Leyte

- Maintained accurate and up-to-date records of campaign activities, including donor contributions, volunteer hours, and event attendance.
- Supported the campaign manager and team in day-to-day operations, offering flexibility and adaptability in a fast-paced and dynamic campaign environment.

### EDUCATION

**Visayas State University-Main Campus | Baybay City, Leyte** *Ongoing*  
**Master of Science in Development Sociology (DevSoc)**

- Earned 15 units

**Visayas State University-Main Campus | Baybay City, Leyte** *August 12, 2022*  
**Bachelor of Secondary Education major in Social Studies**

- Graduated Cum Laude and Student Teaching Proficiency Awardee
- Served as a student organization (Interact Society) auditor for three academic years.

### ELIGIBILITIES

**Licensed Professional Teacher (LPT)**

- Rating: 88.80

**Civil Service Commission (CSC) – Honor Graduate Eligibility (P.D. 907)**

- Conferment Date: May 17, 2023

SEMINARS & TRAININGS ATTENDED

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Certificate of Training in Basic Computer Literacy

- Online Training | ElTech Learning Hub |
- May 24, 2024-June 04, 2024

Certificate of Participation in Seminar-Workshop on Enhancing the Gender and Society Curriculum

- VSU Gender Resource Center | Institute for Strategic Research and Development Studies (ISRDS)
- March 20, 2024

SKILLS & INTERESTS

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**Computer:** Microsoft Office (PowerPoint, Excel), Google Sheets, and Basic Graphic Designing  
**Skills:** Data Entry, Data Organization, Data Scraping, Web Research, Lead Generation, Tutoring, and Communication  
**Language:** English (Proficient), Cebuano (Native), and Tagalog (Proficient)  
**Interests:** Reading, Research, and Organizing

REFERENCES

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**DR. BAYRON S. BARREDO**  
Visayas State University (Main Campus) – Baybay City, Leyte  
Dean, Department of Teacher Education  
[bayron.barredo@vsu.edu.ph](mailto:bayron.barredo@vsu.edu.ph)

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