



JAYCA LYN P. JACA

Part-Time Instructor

Phone
09071154494

Email
jlp.jaca@gmail.com

Address
Zone 4 Brgy. Guadalupe, Baybay City, Leyte

About Me

I am a highly skilled professional with a strong background in customer service, research, and laboratory instruction. With nearly two years of combined experience, I am dedicated to continuous growth and always eager to enhance my skills and knowledge. I take pride in being a hardworking and results-driven individual, committed to delivering quality outcomes and exceeding expectations. My recent experience as a part-time laboratory instructor has further developed my ability to communicate complex concepts and support student learning.

Skills

- Teaching/Instruction
- Computer
- Research
- Customer Service

Organizations

VSU Graduate Students' Society (VSUGSS)
2022-2023
Treasurer

College of Agriculture and Food Science Student Supreme Council (CAFS-SSC)
2018-2019
Treasurer

Languages

- English
- Tagalog

References

Deejay M. Lumanao
deejay.maranguit@vsu.edu.ph

Suzette B. Lina
sblina@vsu.edu.ph

Work Experience

Part-Time Instructor
Dept. of Soil Science

Jan - May 2025

Visayas State University

- Conducted and supervised laboratory classes and experiments
- Demonstrated proper equipment use and enforced safety protocols
- Assisted students with hands-on activities and technical questions
- Prepared materials and set up lab equipment prior to sessions
- Evaluated lab reports and maintained student performance records

Science Research Assistant
DSS Internalization Project

2023-2024

Visayas State University

- Conducting experiments and collecting data under the supervision of a principal investigator or research scientist.
- Analyzing and interpreting data using various statistical and analytical techniques.
- Assisting with literature reviews and background research to support ongoing research projects.
- Maintaining accurate records of research methods, findings, and data.
- Assisting with the preparation of research reports, presentations, and publications.

Customer Service Representative (SiriusXM)

2019-2021

Concentrix, IT Park, Cebu City

- Resolving customer complaints and issues in a timely manner.
- Updating customer account information.
- Escalating complex or unresolved issues to management.
- Keeping detailed records of customer interactions and transactions.

Education

Master of Science (Soil Science)
Minor in Agronomy

2021 - 2025

Visayas State University

Bachelor of Science in Agriculture
Major in Soil Science

2015 - 2019

Visayas State University