



# SHEENA V. MAÑAGO

A motivated individual with strong interpersonal skills and a dedication to providing quality work seeks a career in a dynamic, fast-paced environment. I am a highly adaptable and willing learner who is committed to delivering excellent support and developing solid collaborations. I intend to contribute to a cohesive team while acquiring significant experience.

## Contact

- 09816335681
- iamshnamngo@gmail.com
- www.linkedin.com/in/sheena-mañago-9442b7288
- Brgy. Juaton, Ormoc City, Leyte

## Personal Detail

### Date of Birth

27-06-2000

### Nationality

Filipino

### Marital Status

Single

## Experience

### Youth Council Secretary

2018-2023

- Record-Keeping
- Documentation
- Event Coordination
- Reporting
- Compliance Monitoring

### ESL TEACHER (51 TALK)

2023-2024

- Execute an English lesson for Chinese students.
- Make a lesson memo after the class.
- Good cultural awareness
- Classroom management skills
- Flexibility

### Virtual Assistant

Present (Part-time)

- Deliverability Monitoring
- Reporting and Analysis
- Spam Filtering Analysis
- Product Listing Creation
- Image Management
- Category and Attribute Assignment

## Education

### TERTIARY EDUCATION

**SCHOOL:** Visayas State University

**ADDRESS:** Brgy. Pangasugan, Baybay City, Leyte

**COURSE:** Bachelor of Elementary Education

**FIELD OF SPECIALIZATION:** General Education

**AWARD:** Cum Laude

### SENIOR HIGH SCHOOL

**SCHOOL:** STI College Ormoc

**ADDRESS:** Ormoc Centrum, Aviles St, Ormoc, 6541 Leyte

**TRACK:** Information and Communications Technology

**YEAR GRADUATED:** April 2019

**AWARD:** With High Honors

### JUNIOR HIGH SCHOOL

**SCHOOL:** Valencia National High School

**ADDRESS:** Brgy. Valencia, Ormoc City, Leyte

**YEAR & SECTION:** 7 - 10 SPECIAL SCIENCE CLASS (SSC)

**Year Graduated:** April 2016

**AWARD:** With Honors

### ELEMENTARY EDUCATION

**SCHOOL:** Salvacion Elementary School

**ADDRESS:** Brgy. Salvacion, Ormoc City Leyte

**YEAR :** 1 - 6

**Year Graduated:** June 2013

**AWARD:** 8th Honors

## Skills

- Problem Solving
- Organizational Skills
- Good Communication Skills
- Team Collaboration
- Flexible
- Creative Skills
- Time Management

## Certificate & License

- Teaching License
- Teaching English as a Foreign Language (TEFL) Certificate

## Reference

**Ghecel Christ M. Dagalea**

09155375611

Virtual Assistant