

JODEL M. NAVERA

Licensed Professional Teacher
Batchelor of Secondary Education Major in Filipino
Sitio Wangag, Brgy. Damulaan, Albuera, Leyte
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OBJECTIVE

A compassionate newly licensed professional teacher who seeks to obtain a position where I can enhance my skills, knowledge and values developed from my education and past experiences that can give great opportunity for my growth and development that suits my qualification.

PERSONAL DETAILS

Date of Birth	: February 01, 1997
Birth Place	: Albuera, Leyte
Civil Status	: Single
Nationality	: Filipino
Age	: 26
Religion	: Roman Catholic
Father's Name	: Marlon M. Navera
Mother's Name	: Anita M. Navera

EDUCATION

Aug 2017 – Aug 2021	Bachelor of Secondary Education (BSEd) Major in Filipino Visayas State University Visca, Baybay City, Leyte
June 2013 – April 2014	Bachelor in Teaching Home Economics and Livelihood Education (BT-HELE) Eastern Visayas State University – Ormoc City Campus Ormoc City
June 2009 – Mar 2013	Secondary Education Damulaan National High School Damulaan, Albuera, Leyte <i>Creative Writing Awardee</i>
June 2003 – Mar 2009	Elementary Education Albuera South Central School Damulaan, Albuera, Leyte

WORK EXPERIENCE

Nov 2022 – Current	Program Ready Trainer I <i>Concentrix CVG Philippines</i> <ul style="list-style-type: none">▪ Handling new hires, upskilling and cross-training classes in our line of business (B&M or Online).▪ Modifying syllabus content and activities based on the new trends and updates.▪ Maintaining updates and creating line of business-based projects.▪ Attending meetings with the clients, supervisors, operations managers for updates, reporting and program-based and business concerns.▪ Working with other trainers, direct supervisors, operations for program development and planning.
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Dec 2021 – Nov 2022

Advisor I*Concentrix CVG Philippines*

- Handling voice account line of business.
- Assisting providers (Doctors, Hospitals, Nurses) for healthcare insurance coverage inquiries thru phone calls.
- Building rapport with the providers as well as with Team Leads and Managers.

Nov 2020 – Feb 2021

Student Teaching Internship*Visayas State University Integrated High School**Grade 12 –ABM sa asignaturang Filipino 002 (Filipino sa Piling Larang Akademiko)*

- Teaching students through Blended Learning set up.
- Creating Lesson Plan and activities related to the topics outlined.
- Building strong connection with the students and cooperating teacher through collaboration and communication.
- Has been part of the creation of the Filipino 002 (Filipino sa Piling Larang Akademiko) module.

SKILLS

- Has a proven Classroom Management and Leadership Skills.
- Excellent communication skills in both written and verbal.
- Excellent skill in Lesson Plan writing, Academic Writing and Literary Works.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)

CERTIFICATES: SEMINARS/WEBINARS/WORKSHOPS ATTENDED

Mar 10, 2023

LPLDGN1157GL – Diversity – Equity and Inclusion (Agent)*Concentrix University**Concentrix CVG Philippines*

Mar 10, 2023

LPLDGN1157GL – Diversity – Equity and Inclusion (Non-Agent)*Concentrix University**Concentrix CVG Philippines*

Dec 29, 2023

PDGN1439GLEN – Trainer Certification – Evolve: Making the Transition*Concentrix University**Concentrix CVG Philippines*

Dec 28, 2022

CCSP22102402EN – Annual Information Security and Data Privacy Education*Concentrix University**Concentrix CVG Philippines*

Dec 2, 2022

ITGN3204GLEN – Outlook 2016 Basic*Concentrix University**Concentrix CVG Philippines*

Dec 1, 2022

ITGN3210GLEN – PowerPoint 2016 Basic*Concentrix University**Concentrix CVG Philippines*

Dec 1, 2022

ITGN3201GLEN – Excel 2016 Basic*Concentrix University**Concentrix CVG Philippines*

Dec 2, 2022

ITGN3207GLEN – Word 2016 Basic*Concentrix University**Concentrix CVG Philippines*

Oct 27, 2021

Lagsik-Wika: Serye ng Webinar

Paksa: “Mga Hamon at Oportunidad sa Pagmamapang Pangkultura: Ilang Tala sa Pananaliksik sa Lingguwistikong Etnograpiya ng Wikang Asi ng Romblon” at “Ang Pagtatagpo ng Ili, mga Umili, at Mengidi: Isang Personal na Repleksyon”

Aug 25-27, 2022	Panukiduki ng Wikang Sebwano: Tertulyang Pangwika 2022 ng Nagkahiusang mga Sentro ng Wika at Kultura ng Cebu Normal University, Univesity of San Carlos, at Cebu Technological University
Mar 27, 2021	Annual Students Convention “The Present Normal for Student Teachers: Stories of Small Wins” <i>Philippine Association for Teachers and Educators (PAFTE) Region 8 Chapter</i>
Dec 21, 2020	Nature of Computer Literacy and Internet Essentials <i>Department of Information and Communications Technology</i>
Dec 17, 2020	Digital Detox: Cleansing from Social Media <i>Department of Information and Communications Technology</i>
Dec 16, 2020	Low Bandwidth Teaching: Making Distance Learning More Inclusive <i>Department of Information and Communications Technology</i>
Nov 9, 2020	VSUIHS Student Teaching Orientation <i>Virtual Meeting via ZOOM</i>
Nov 4-6, 2020	Student Teaching Orientation and Workshop <i>Virtual Meeting via ZOOM</i>
Mar 1-3, 2020	VSU Faculty, Staff and Student Leaders Summit <i>Tanauan, Leyte, Philippines</i>
Nov 25-28, 2019	3rd PACSA International Conference, 40th Annual National Convention and Training Workshop for Campus Advisers, and Annual Convention for Student Leaders <i>Teachers Camp, Baguio City, Philippines</i>
July 18-21, 2019	Visayas State University Student Leadership Congress '19 <i>Visayas State University Visca, Baybay City, Leyte</i>
July 17-20, 2018	Visayas State University Student Leadership Congress '18 <i>Visayas State University Visca, Baybay City, Leyte</i>

CERTIFICATES: RECOGNITION

May 12, 2023	Olympus Top Performer Trainer for Quarter 1 <i>Concentrix CVG Philippines</i>
Mar 27, 2021	Resource Speaker, Annual Students Convention “The Present Normal for Student Teachers: Stories of Small Wins” <i>Philippine Association for Teachers and Educators (PAFTE) Region 8 Chapter</i>
Aug 19, 2019	Special Service Award <i>Student Internship Program VSU Convention, Visca, Baybay City, Leyte</i>
May 3, 2019	Certificate of Leadership <i>Public Information Officer, VSU College of Education Supreme Student Council Visca, Baybay City, Leyte</i>

ORGANIZATIONAL ENGAGEMENT

Oct 2020 – Aug 2021	Auditor <i>VSU Baybay Supreme Student Council Visayas State University, Baybay Campus</i>
Aug 2019 – May 2020	Board Member (Committee on Education) <i>University Supreme Student Council Visayas State University, Baybay Campus</i>

CURRICULUM VITAE

Aug 2019 – May 2020	President <i>College of Education Supreme Student Council</i> <i>Visayas State University, Baybay Campus</i>
Aug 2018 – May 2019	Public Information Officer <i>College of Education Supreme Student Council</i> <i>Visayas State University, Baybay Campus</i>
Aug 2018 – May 2019	2nd Year Representative <i>Kapisanan ng mga Filipino Major</i> <i>Visayas State University, Baybay Campus</i>

CHARACTER REFERENCES

NAME

CONTACT DETAILS

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| 1. JAIME CAYANONG
<i>Master Teacher</i>
<i>Albuera South Central School</i>
<i>Address: Pangasugan, Baybay City, Leyte</i> | 0905-884-8695 |
| 2. WILLIAM ENERO
<i>Teacher</i>
<i>Damula-an National High School</i>
<i>Address: Damula-an, Albuera, Leyte</i> | 0992-523-9791 |
