

September 4, 2021

Magdalene C. Unajan

Department Head

Department of Computer Science and Technology

Madam:

I am writing to inform you of my interest for applying the position of Part-time Instructor.

I obtained my degree from the Visayas State University. As a graduate in Computer Science, I have acquainted myself with a range of skills that would allow me to blend with the organizational culture. Also, I already gained my certificate of eligibility from the Civil Service Commission.

My computer skills, knowledge of modern word processing software, and strong communication skills are some of the things that make me an asset to your department. I am also willing to undergo training if you would require it.


Together with the cover letter, I attach herewith my resume for your full consideration. I appreciate your time reviewing my application, and it will be a pleasure for me to attend an interview with you at your most convenient time.


Sincerely yours,


SHEM MILLAMA SUYOM

CERTIFIED ENGLISH TEACHER

SHEM MILLAMA SUYOM

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 (+84) 0929227305



ADDRESS

Tan Binh District,
Ho Chi Minh City, Vietnam



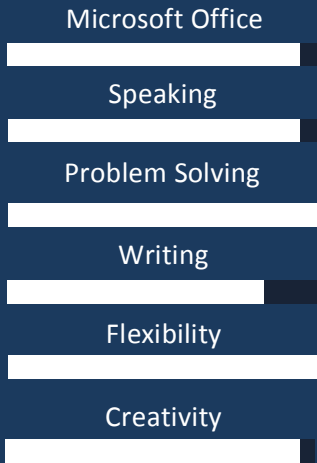
PROFESSIONAL SUMMARY

Certified English Teacher with strong communication skills and years of experience in delivering customer service to diverse clients.

Highly qualified and well-associated in administrative environments that are fast-paced and challenging.



SKILLS



HOBBIES

Reading
Watching Documentaries
Working out
Listening to Music and Podcasts



WORK EXPERIENCE

- May 2020 – Present

ENGLISH LANGUAGE TEACHER

GELA Education • Ho Chi Minh City, Vietnam

 - Teaching the core skills in learning the English Language (Speaking, Reading, Writing, Listening)
 - Creating lesson plans and interactive activities
- Mar 2019 – Present

ENGLISH LANGUAGE TEACHER

Saigon American English School • HCMC, Vietnam

 - Teaching the core skills in learning the English Language (Speaking, Reading, Writing, Listening)
 - Creating lesson plans and interactive activities
 - Providing feedback after each class so the students can keep track of their progress and improvements
- May 2018 – Feb 2019

MIGRATION ADMINISTRATIVE ASSISTANT

1Seek Migration Consultancy • Quezon City, Philippines

 - Handled clients applying for Student Visa and Visitor Visa going to Australia.
 - Served as a liaison between the client and the company and provided hands-on assistance with their application such as doing interview, assessment, and encoding the client’s information.
- Feb 2017 – May 2018

OFFICE CLERK

Philippine Health Insurance Corporation • QC, Philippines

 - Received hospital claims and claims directly filed by clients. These claims identify the provider (hospital), type of service provided, when and to whom the service was provided, and the fee or tariff related to the service
 - Performed other clerical tasks such as encoding hospital claims to the insurance database.
- Sep 2016 – Dec 2016

TELEPHONE SERVICE CONSULTANT

Convergys Philippines Services Corp. • QC, Philippines

 - Served as a frontline consultant for an Australian telephone company and handled customer’s issues regarding their home phone services and other telephone connection related issues.
- May 2016 – Sep 2016

TECHNICAL SUPPORT REPRESENTATIVE

SYKES Asia, Inc. • Quezon City, Philippines

 - Received calls and provided assistance to customers by troubleshooting issues related to their internet connection.
- Oct 2015 – Mar 2016

TECHNICAL SUPPORT REPRESENTATIVE

Teletech Philippines, Inc. • Quezon City, Philippines

 - Served as a direct support for an American internet company
 - Handled customer’s internet connection issues by providing a step by step assistance on troubleshooting.
- July 2013 – Mar 2015

CUSTOMER ACCOUNT EXECUTIVE

Convergys Philippines Services Corp. • Cebu, Philippines

 - Served as a frontline representative for an American cable company
 - Provided assistance in customer’s concern on billing and the technical issues.