



# RYNALIZA J.MAGALANES

## TEACHER

Hi! I am Rynaliza J. Magallanes, a teacher by profession. I worked as a call center representative for 3 years, I also worked as an ESL teacher for 2 years. I handled financial, payroll and e-commerce account in the BPO industry. Equipped with knowledge and skills gained from my work experiences and seminars attended, I am confident to apply as an Instructor in your institution.

*Rynaliza J. Magallanes*

## CONTACT

✉ magallanesrynaliza@gmail.com

☎ 09551470824/09602126848

📍 Tacloban, City

## EXPERTISE

- Copywriting
- Lecturing
- Research Assistance
- Proof Reading
- Product Development
- Module Writing
- Email Assistance
- Marketing Strategy
- Branding

## REFERENCES

Instructor I | Justin Espiso  
VSU TOLOSA

Honelyn Bitanghol  
Instructor I VSU BAYBAY

## WORK EXPERIENCE

### PAYROLL SPECIALIST

2019-2020

Concentrix

- Assist in checking employees' paycheck, taxes and contributions.
- Collect, verify, and record employee attendance, including hours worked.
- Compute wages, commissions, and deductions.

### SALES ASSOCIATE

2020-2021

Fusion BPO Services

- Assist customers' queries over the phone.
- Respond to questions, direct customers to merchandise online, and provide excellent customer service.
- Educate customers about current promotions, promos and discounts.

### ESL TEACHER & DEPED TEACHER 2020 present

ACADSOC & LEYTE DIVISION

- Prepare classroom and course materials
- Assign homework and exams.
- Grade students' assessments
- Create individualized plans for students with special requirements
- Research new teaching strategies for variety of learning styles

## EDUCATION

### LEYTE NORMAL UNIVERSITY

2015-2019

Bachelor of Science in Education Major in Physical Sciences

- Academic Excellence Awardee (GPA: 1.83)

### CEBU NORMAL UNIVERSITY

2020- ongoing

Masters of Arts in Education Major in Science Education

- ONGOING