

JOVELYN F. JUNTAR

📞 09103329338

✉️ jovelynjuntar@gmail.com

🏠 Hollowblock, Tabunoc, Talisay City, Cebu



PROFILE

Age : 29
 Birthday : May 29, 1996
 Birthplace : Hilongos, Leyte
 Gender : Female
 Permanent Address : Tugas, Bato, Leyte
 Civil Status : Single
 Citizenship : Filipino
 Height : 5'
 Weight : 42 kg
 Religion : Roman Catholic

EDUCATION

Talisay City College

Talisay City, Cebu

2021

Bachelor of Secondary Education major in Mathematics

Bato School of Fisheries

Bato, Leyte

2012

Secondary

FVR Elementary School Ph.3

Norzagaray, Bulacan

2008

Primary

SKILLS

- Microsoft Office Suite
- Adobe Photoshop
- Critical Thinking
- Effective Communication Skills
- Adaptability and Flexibility

EXPERIENCE

• **Enumerator**

Philippine Statistics Authority
 2024-2025

Duties and Responsibilities:

- Conducting surveys, interviews and filling out forms as way of collecting data necessary for the research.

• **Teacher-Aide**

PencilPlay Learning Center, Inc.
 2022

Duties and Responsibilities:

School related scope includes:

- Preparing PowerPoint presentation to be used by the teacher for class discussion
- Creating materials to be used by the pupils for their activities

• **Seasonal Crew**

Goldilocks Bakeshop, Inc.
 2015-2018 (Christmas Season)

Duties and Responsibilities:

Shop related scope includes:

- Day to day hands on experience in customer service
- Ensuring customer queries are properly attended and resolved