



Kyla A. Acero

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📍 Poblacion Zone 1 Sitio Sto. Nino Baybay City, Leyte

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SKILLS

- Knowledgeable in using Microsoft Word, Excel, and PowerPoint for basic office tasks.
- Strong attention to detail to avoid errors.
- Able to manage time effectively and complete tasks within deadlines.
- Follows instructions carefully and works well within a team.
- Willing to learn new responsibilities and adapt to different office procedures.
- Communicates effectively both writing and verbally.

EDUCATION

Baybay I Central School
2009-2015

Baybay National High School
2015-2019

Baybay City Senior High School
2019-2021

Visayas State University
Bachelor of Elementary Education
Major in General education
2021-2025

CERTIFICATES AND RECOGNITIONS

- Certificate of Internship Performance at Baybay I Central School
- College Honor at Visayas State University

SUMMARY

Motivated and reliable individual with more than two years of college education in Bachelor of Elementary Education. Possesses strong organizational skills, attention to detail, and basic knowledge of the office procedures and tools such as Microsoft Word, Excel, and PowerPoint. Experienced in assisting school events and simple documentation tasks through academic activities. Eager to learn, adapt, and contribute to the efficient operations of the Department of Horticulture.

TEACHING PRACTICUM EXPERIENCE

Student Teaching Internship

Baybay I Central School, Baybay City, Philippines
September, 2024 - November, 2024

- Delivered presentations and communicated with students/parents
- Resolved questions and explained processes clearly
- Supported team in preparing materials and
- coordinating tasks

ACHIEVEMENTS/ PROJECTS

- Implemented an action research project focused on improving student grammar and writing skills entitled "Daily journaling (DaJour): A Strategy to Enhance Filipino Grammar and Sentence Structure of Grade 6 Pupils at Baybay I Central School"