

# Junas Jabuen

VILLA CORNEJO, KAWAYAN, BILIRAN  
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## Education

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### BS Management

University of the Philippines Visayas - Tacloban College

June 2018

### Class Salutatorian

Tucdao National High School

April 2013

## Work Experiences

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### Junior Accounting Associate

*Machica Tan-Cruz & Co.*

09/01/2021 – 01/2022

- Assist clients from various industries in the conduct of various tax and corporate services (preparing and filing tax returns, tax compliance review, tax exemption application, etc)
- Utilize appropriate skills and software to prepare tax returns, draft reports and other relevant forms, documents, and papers.
- Research and consult with colleagues, team leader, or supervisor on various tax and corporate matter.

### Math Tutor (Part-time)

05/2020 – Present

- Prepared lectures and lessons centered on the topics requested by students.
- Created activities and assessments to ensure students understood the lessons.

### Module Writer – Applied Economics (Project-Based)

07/2021 – 08/2021

*Brainbox Tutorial and Review Center*

- Developed and wrote modules/courses based on the DEPED Most Essential Learning Competencies (MELCs)
- Prepared evaluation tests every four modules in accordance with the Budget of Works/ DEPED MELCs

### Senior High School Teacher II (Contractual)

08/2019 – 04/2020

*Tucdao National High School*

- Handled at most 10 sections teaching subjects in General Mathematics, Empowerment Technologies, General Physics, Media and Information Literacy, and Applied Economics.
- Coached and trained Table Tennis athletes of the school for the Provincial Meet.
- Co-facilitated a Da-Math Competition for the District-Wide Festival of Talents.

### Math Tutor/ Review Master

06/2017 – 04/2019

*Brainbox Tutorial and Review Center*

- Handled, reviewed, and helped more than 100 students with their academic endeavors especially for UPCAT and Civil Service Examination.
- Co-organized a Regional Math and Science Quiz Bee of the review center participated by more than 50 schools, private and public, from different cities and municipalities in Region VIII.
- Provided one-on-one lessons and lectures to different students in helping them assimilate the concepts and details of their desired subject.

### Community Mentor/Football Coach

01/2016 – 11/2016

*Fundlife International-Football for Life*

- Trained and mentored at least 5 teams with more than 20 children each on different sites.
- Contributed to organizing football tournaments in Tacloban City.
- Used football as an avenue to inspire under-served youth and develop their core positive values such as discipline, creativity, and compassion which are essential to their development.

## Certificates

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### Certificate of Eligibility – CSE Professional Level

08/2018

- Final Rating: 89.08 %

### Certificate of Recognition – CECI Concern (Tukod Project)

- For actively participating and supporting Tukod-assisted MSMEs (Micro, Small, and Medium Enterprises) specifically the Tacuranga Farmer's Association.

- Created a business plan to be used for trade fairs and any events that will showcase their product (peanut butter).
- Assisted in the operation and production of the business of the association.

## Technical and Soft Skills

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- Expert knowledge on the different Microsoft Office Suites
- 80wpm average typing speed
- Has knowledge with the government procurement process.
- Basic knowledge on filing tax returns of private businesses with BIR (Income Tax, Percentage Tax, VAT, Withholding Tax on Compensation, etc.)
- Strong analytical and logical skills

## Achievements

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2 <sup>nd</sup> Place – Ultimate Battle of DM (Math Challenge) - UPVTC	03/2018
3 <sup>rd</sup> Place – Metrobank MTAP Challenge Regional Competition – Region VIII	2013
2 <sup>nd</sup> Place – Regional Festival of Talents (Math Quiz Bee) – Region VIII	2012, 2013
Regional Qualifier – Regional Festival of Talents (Science Quiz Bee) – Region VIII	2012, 2013
National Qualifier – National Festival of Talents (Math Quiz Bee)	2013

## References

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### **Mrs. Rachelle Dado, School Principal**

Naval National High School  
09661654864

### **Ms. Mariel Obregon, Management Instructor**

Division of Management  
University of the Philippines Visayas – Tacloban College  
09171459603

### **Mrs. Helen Yu, Head Teacher/ Asst. School Head**

Senior High School Department  
Tucdao National High School  
09176769195