



# LORIEZA P. TRUYA

## ABOUT ME

Highly motivated education graduate with a keen eye for detail and strong organizational skills, pursuing the Administrative Aide VI position. Eager to apply academic knowledge and adaptability to support administrative functions effectively.

## Contact



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Brgy. San Isidro Baybay City,  
Leyte, Philippines

## Education

### Bachelor of Secondary Education

#### Major in Science

Visayas State University  
2019-2023

### Humanities and Social Sciences

With Honors  
Baybay City Senior High School  
2013-2019

## Skills

Teaching



Communicating



Creativity



Collaboration



Cultural Competency



## Experience

### ESL - Online English Tutor

English Tutor

Oct 2023 - May 2024

Online English Tutor at AHGS NEXT Inc. Proficient in delivering engaging and effective lessons tailored to students' individual needs. Skilled in fostering a supportive learning environment conducive to language acquisition and improvement.

### INTERN

Practice Teaching

Jan 2022 - May 2023

A practice teacher in Baybay National High School and being able to experience lesson planning, making of instructional materials, and teaching demonstration.

### ADMINISTRATIVE ASSISTANT

LGU (DILG Department)

June 2019 - July 2019

-Handled and directed telephone calls  
-Carries out administrative duties such as filing, typing, copying, binding, scanning, receiving and stamping documents, etc.

### SURVEYOR

Work Immersion

Recording and collecting data of vehicles capacity, passenger occupancy and number of vehicles passing through a road over a period of time for vehicle modernization.

## Language

Cebuano



English



Filipino

