



Judah Marie M. Torejas

Administrative Aide IV

About Me

With my broad scope of knowledge in the English language, I am equipped to seek roles as an English as Second Language (ESL) Teacher, Virtual Assistant, or Administrative Assistant. I excel in creating effective learning environments and managing administrative tasks efficiently. I am proficient in MS Word and online management and I am committed to delivering high-quality work output and foster positive interactions among my constituents.

Education

Bachelor of Arts in English Language Studies

Visayas State University - Main Campus

Visca, Baybay City, Leyte
August 2020 - August 2024

Bachelor of Science in Agribusiness

Visayas State University - Main Campus

Visca, Baybay City, Leyte
August 2019 - April 2020

Accountancy, Business, and Management

Senior Highschool

Franciscan College of the Immaculate Conception

A. Bonifacio Street, Baybay City, Leyte
June 2017 - April 2019

Graduated with High Honors
Best in English
Best in Mathematics

Junior Highschool

Franciscan College or the Immaculate Conception

A. Bonifacio Street, Baybay City, Leyte
June 2012 - April 2017

Elementary School

Baybay I Central School

A. Bonifacio Street, Baybay City, Leyte
June 2007 - April 2012

Pomponan Elementary School
Barangay Pomponan, Baybay City, Leyte
June 2006 - April 2007

Personal Details

Name: Judah Marie M. Torejas
Email address: torejasjudahmarie@gmail.com
Phone Number: 0960-667-1860
Address: J.A. Santos St., Baybay City, Leyte
Date of Birth: October 26, 2000
Civil Status: Single

Skills

- MS Word Literate
- Social media management
- Project Planning
- Communication
- Technical Writing
- Proofreading
- Leadership
- Research
- Journalism

Language

English
Cebuano
Filipino

Trainings and Certifications

Technical Writing for Academic and Admin Management

Cordillera Young Leaders Club
August 21, 2024

Enhancing Classroom Productivity with AI Technology

Cordillera Young Leaders Club
August 17, 2024

Pagrayhak sa mga Pulong: A Craft Lecture, Forum, and Book Launching

Department of Arts, Languages and Literature
Visayas State University–Main Campus
September 2, 2023

Teaching English to Young Learners

Teacher Training Program
Visayas State University–Main Campus
College of Arts and Sciences Smart Classroom
February 1, 2024

Affiliations

Sangguniang Kabataan Chairperson

Local Government Unit
J.A. Santos Street, Poblacion Zone 6
Baybay City, Leyte
November 2023 – Present

Public Relations Officer

Local Government Unit
Sangguniang Kabataan Federation
Baybay City, Leyte
November 2023 – Present

Amaranth Online Editor

Amaranth, Student Media Organization
Visayas State University – Main Campus
Visca, Baybay City, Leyte
August 2023 – August 2024

Amaranth Writer

Amaranth, Student Media Organization
Visayas State University – Main Campus
Visca, Baybay City, Leyte
November 2021 – August 2023

Sangguniang Kabataan Secretary

Local Government Unit
J.A. Santos Street, Poblacion Zone 6
Baybay City, Leyte
May 2018 – November 2023