

# Noelyn Guitguit Che

April 28, 1999

Poblacion, Albura Leyte

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## SKILLS

Public Speaking

Teamwork

Knowledge on Basic Computer (preferably MS WORD and EXCEL)

Good Written and Communication Skills

Trustworthy

Good at Multitasking

## WORK EXPERIENCE

### English Teacher

- **JP English Corp.**

*September 2021 – March 2022*

**-Teach English to Japanese students (Kids – Adults)**

### English Teacher

- **Glats Inc.**

*March 2022 – June 2022*

**Teach English to Japanese students (Kids – Adults)**

## **-Secretary/Office clerk (Municipal Environmental and Natural Resources Office LGU Albura)**

*January 2018-May 2018*

- Attended Environmental Seminars and Meeting
- Assisted and answer client's questions if they have concern related to MENRO's concern
- Receiving and Filing Documents

## **-Medical Secretary (Resident Pediatrician Clinica Gatchalian and Hospital)**

*December 2020- Feb 2020*

- Attends personal concerns from the patients
- Issuance of receipt
- Taking notes of Monthly Vat
- Filing Documents

## **Student Assistance (College of Education)**

*August 2019 – October 2019*

- Assisted and answer student's questions if they have inquiry regarding on their papers.
- Receiving and Filing Important documents

## **Offline Tutor**

*January 2018 – December 2019*

## **-Private English tutor (Japanese) 8 months**

## **EDUCATION**

**Bachelor of Secondary Education Major in Technology and Livelihood Education**

**LEYTE NORMAL UNIVERSITY**

**Tacloban, City**

**Graduate-2021**