

JITKA MAE F. TOCO

Sitio Lawis, Brgy. Tagbibi

Hindang, Leyte 6523

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CAREER OBJECTIVE

A dedicated, hardworking and goal-oriented individual seeking for a meaningful position and opportunity to expand and incorporate skills and knowledge, and explore career advancements within an esteemed organization.

PERSONAL INFORMATION

Date of Birth:	September 06, 2002
Place of Birth:	Hindang, Leyte
Gender:	Female
Age:	22 yrs. old
Citizenship:	Filipino
Religion:	Jehova's Witnesses
Civil Status:	Single
Weight:	40 kls.
Height:	4'9"

SKILLS

- Communication Skills (Expose much in Discursive fields)
 - Technical Skills (Proficient in Microsoft and Google Suite, and in any editing tools such as Canva)
 - Interpersonal Skills
 - Writing Skills (High school feature writer for the school publication)
 - Adaptability Skills
 - Project Management Skills
 - Language Skills (Proficient in Cebuano, Filipino, and English; Able to learned a bit of Nihongo and Spanish)
 - Flexibility
 - Attention to detail
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EXPERIENCE AND LEADERSHIP ACTIVITIES

CGGA Builders And Enterprises
Tacloban City, Leyte

Receipts Encoder
2023 – 2025

N/A
Hilongos, Leyte

Tutor/Study Assistant
2021 – 2022

Senior High School
Hindang, Leyte

SSG Officer (Secretary)
2020 – 2021

EDUCATIONAL BACKGROUND

Tertiary Education

Visayas State University - Main Campus

Visca, Baybay City, Leyte

Bachelor of Arts in English Language Studies

Cum Laude

(2021 – 2025)

Relevant Coursework: Technical Writing in Profession, Purposive Communication, Creative Writing, English Discourse, Semantics of English, English Syntax, English Phonology and Morphology

Secondary Education

Hindang Stand-Alone Senior High School

CPJG+365, Hindang, Leyte

Humanities and Social Sciences

With Honor earning three awards (Best in English for Academic and Professional Purposes, Media and Information Literacy, and Introduction to Philosophy of the Human Person)

(2020-2022)

Hindang National High School

Brgy Poblacion I, Lopez Jaena St, Hindang, Leyte

With High Honor earning two awards (Best in ICT – TLE, and Mathematics)

(2016 – 2019)

Primary Education

Hindang Central School

CPJG+GQ6, Indang Main Road, Hindang, Leyte

2nd Honorable Mention

(2010-2015)