

Lorieza Truya



Personal details



Lorieza Truya



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Brgy. San Isidro
6521 Baybay



June 12, 2000



Licensed Professional Teacher

Skills

Communication Skills ●●●●●

Office Management ●●●●●

Administrative Support ●●●●●

Proficient in Microsoft Office Suite ●●●●●

Data Entry and Analysis ●●●●●

Problem Solving

Professional Profile

Experienced Administrative Aide with a background as a Licensed Professional Teacher. Proven ability to manage office operations efficiently and support administrative tasks effectively. Strong interpersonal skills with a focus on fostering positive relationships. Detail-oriented and organized, committed to delivering high-quality administrative support in dynamic environments.

Education

Bachelor of Secondary Education Major in Science

Sep 2019 - Aug 2023

Visayas State University, Visca, Baybay

Experience

Online English Teacher

Oct 2023 - Present

AHGS NEXT, Inc, Cebu

- Conducted virtual English lessons for international students, focusing on grammar, vocabulary, and conversation skills.
- Utilized online teaching platforms to deliver engaging and interactive lessons, accommodating diverse learning styles.
- Provided constructive feedback and assessments to monitor student progress and achievement.

Administrative Aide

Jun 2019 - Jul 2019

DILG office, LGU, Baybay

- Provide assistance to office staff as needed, including basic administrative tasks such as photocopying, sorting mail, and filing.
- Ensure timely and correct stamping of documents, maintaining accuracy and adherence to office protocols.

Internships

Pre- Service Teacher

Jan 2023 - May 2023

Baybay National High School, Baybay

- Collaborate with mentor teachers to design and develop lesson plans that align with curriculum objectives and cater to diverse student needs.
- Provide instructional support by assisting with classroom activities, facilitating group discussions, and offering individualized help to students.
- Participate in workshops and training sessions to expand your knowledge of educational theory, instructional techniques, and classroom management strategies.