



JENNELYN VELLEJO

EDUCATOR / FREELANCER

CONTACT ME AT

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SKILLS SUMMARY

- Commendable facility of the English and Filipino language
- Effective class management
- Organized activities for clubs and organizations
- Excellent customer service to costumers and stakeholders
- Timely turn-over of academic papers to clients

EDUCATIONAL HISTORY

-  De La Salle University -
Dasmariñas | Units in Master in
Arts in English as a Second
Language
-  Philippine Normal University |
Bachelor in Secondary
Education Major in English
-  Congressional National High
School | High School
-  Francisco Enano Barzaga
Elementary School |
Primary/Elementary

CERTIFICATIONS

- Licensure Examination for
Teachers (LET Board Exams)

PERSONAL PROFILE/ CAREER GOALS

I have been in the academe for almost eight years and have handled English, Writing, Research, and Language subjects. I also worked as a billing and general inquiry specialist for an American cable company and as a travel associate for an international travel company. I do academic writing for some firms in my free time.

WORK EXPERIENCE

Senior High School Faculty

Statefields School Inc. | May 2018 - present

- conduct face-to-face classes to students and design assessment for student improvement

Freelance Writer

Several Firms |

- delivered academic papers to clients

Travel Associate

Kiwi.com | January 2018 - February 2015

- aided travelers with travel/booking concerns

Junior Business High School Faculty

University of Perpetual Help System Dalta | May 2016 -
January 2017

- helped students in developing their English writing and speaking skills / organized activities and programs for the English club

Billing and General Inquiry Specialist

DirecTV | April 2015 - January 2016

- helped customers understand their billing ledgers / provided excellent customer service to stakeholders

Junior High School Faculty

St. Paul College Island Park | April 2012 - February 2015

- handled English classes and clubs / guided foreign students to adjust to Filipino education system and culture