

# JELYN A. FELICITAS

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## PROFESSIONAL SUMMARY

Technically knowledgeable and well-trained Filipino in the Agriculture and Forestry Industry with more than four (4) years of experience to carry out day-to-day tasks and long-term projects on farms and office works. Hardworking, highly motivated professional eager to lend combined knowledge and skills to enhance business performance. Resourceful and results-driven with a passion for growth and efficiency to meet company needs and increase service value.

## EDUCATION:

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### MASTER OF SCIENCE (M.S.) IN AGROFORESTRY

*Graduating August 2023*

Don Mariano Marcos Memorial State University Bacnotan, La Union, Philippines

### BACHELOR OF SCIENCE IN FORESTRY

*August 2015 - June 2019*

Ilocos Sur Polytechnic State College, Sta. Maria, Ilocos Sur Philippines

**Award:** Forester of the Year (SY 2019)  
With Distinction  
Cultural Performer of the Year (SY 2019)

**Professional Certification:** Licensed Forester – Philippines 2019  
PRC ID #: 0013846

## SKILLS AND QUALIFICATIONS:

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- Knowledgeable in agricultural/cultural management such as land preparation, planting, thinning, pruning, fertilizer application, irrigation, pest and disease management, harvesting and post-harvest.
- Skilled in plant propagation/ production of vegetable crops, fruit-bearing trees, medicinal herbs and spices.
- Proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook).
- Possesses a keen attention to detail and is willing to be trained more in all aspects of the job.
- Excellent team player and can work independently with minimal supervision.
- Strong attention to detail, coordination, oral and written communication skills, and organizing skills.

## PROFESSIONAL EXPERIENCE:

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### College Instructor

Bachelor of Science in Forestry and Agroforestry  
Ilocos Sur Polytechnic State College

**Sta. Maria, Ilocos Sur, Philippines**

*September 2021- Present*

*September 2019- May 2020*

- Demonstrated strong organizational skills, created a course syllabus for each class, kept accurate records of student progress and assessed students through exams, quizzes and assignments.
- Developed comprehensive assessments that accurately measured student comprehension skills.
- Utilized technology effectively to facilitate learning in the classroom, including using MS Office, online discussion boards, and other web-based tools.

### Data Management Officer – Watershed Instruments

*January-August 2021*

### Monitoring and Evaluation Officer – CBFM-CARP Projects

*June- December 2020*

Department of Environment and Natural Resources -Regional Office 1  
San Fernando City, La Union, Philippines

- Monitor agroforestry farm projects.
- Assisted and instructed farmers in planting crops and trees.
- Developed and implemented data management processes, ensuring the accuracy and efficiency of all data.
- Analyzed existing database structures and identified opportunities for improvement in data organization.
- Created detailed reports summarizing the results of data analysis projects.