

# Jo Ann Pervera

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+63 938 786 2758

## Work Experience

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### **Senior High School Teacher**

Department of Education Philippines - Naga

January 2017 to Present

- Establishing and enforcing rules of behavior for students in the classroom
- Preparing lessons, units and projects to complete learning objectives
- Establishing and communicating clear objectives for lessons, units and projects
- Adapting teaching methods and materials to meet the interests and learning styles of students
- Encouraging students to explore learning opportunities and career paths
- Creating, assigning and grading various assessments for students, including tests, quizzes, essays and projects
- Working with students one-on-one when they need extra help or attention
- Tracking and evaluating student academic progress
- Leading parent-teacher meetings
- Maintaining positive relationships with students, parents, coworkers and supervisors
- Managing student behavior
- Creating a safe, respectful and inclusive classroom environment
- Communicating regularly with parents
- Helping students improve study methods and habits
- Administering tests to evaluate students' progress

### **Staff Nurse, RN**

St. John Hospital Incorporated - Camarines Sur

January 2014 to December 2016

- Assisting Doctors or Supervisors with patients
- Administering treatment to patients
- Performing exams
- Collecting and interpreting patient information
- Contacting patients regarding tests or upcoming appointments

## Education

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### **Bachelor's in Nursing**

Ateneo de Naga University - Naga

June 2004 to April 2009

## Skills

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- Computer skills
- Time management
- Communication skills
- Customer service
- Patient care
- Patient monitoring
- Patient observation
- Organizational skills
- Microsoft Office

## Certifications and Licenses

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**Nursing license**

**Licensed Professional Teacher**