

JERENI SALTIN DUCAY

CONTACT

+639563270028

ducayjereni@gmail.com

125 Block 7, East Quirino Hill Extention,
BaguioCity, Benguet 2600

SKILLS & QUALIFICATIONS

- Good written and verbal communication
- Can perform accounting procedure
- Computer Literate specifically in MS Office (Word, Excel, Power Point)
- Highly trustworthy, discreet, and ethical.
- Strong communication and interpersonal skills
- Adaptability and flexibility
- Team collaboration

EDUCATION

Master of Arts in Elementary Education

Baguio Central University

2020-2023

Earned 21 units

Currently enrolled for AY2023-2024

18 BonifacioSt., Baguio City, Philippines

Bachelor of Elementary Education - Gen Ed

University of the Cordilleras

2016-2019

Governor Pack Road, Baguio City,
Philippines

REFERENCES

Christopher W. Lao-e
Administrative Officer - Bagnen Oriente ES
63-950-075-2174

Via Alfa W Sibaen
Accountant - Cloudstaff
63-912-299-1797

PROFILE

Dedicated and passionate educator, fostering a positive and engaging learning environment for students. Committed to facilitating intellectual growth and personal development through innovative teaching methods and personalized guidance.

WORK EXPERIENCE

Substitute Teacher 1

Department of Education - SDO Mt Province

02/2022-07/2023

- Facilitates learning in the elementary school through functional lesson plan, daily log activities and appropriate, adequate and updated instructional materials
- Monitors, assesses and evaluates pupils progress
- Undertakes activities to improve performance indicators
- Maintains updated pupil records
- Updates parents on pupils progress regularly
- Supervises curricular and co-curricular projects and activities
- Counsels and guides pupils 100%
- Maintains cleanliness, orderliness, safety and upkeep of the classroom
- Participates in staff development activities and utilizes KSA gained from seminars, trainings and scholarships
- Maintains harmonious relationship with fellow teacher and other school personnel as well as parents and other stakeholders
- Supports activities of governmental and non-governmental organization

Accounting Assistant

JCD Accounting and Auditing Firm

02/12/2019-12/19/2021

- Assist with administrative duties for the department, including updating and filing client files.
- Keep the senior and manager updated on any issues arising from the assignment.
- Prepare work papers which record and summarize audit procedures performed and ensure that working papers are within approved firm guidelines.
- Assist in the preparation of financial statements, reports, and analytical reviews, as necessary.