

JACINTA R. MAGDUA, LPT

Licensed Professional Teacher | Academic Coordinator | Administrative & Virtual Assistant

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📍 Mandaluyong City, Philippines

Professional Summary

Licensed Professional Teacher with more than seven years of experience in Senior High School education, academic coordination, student services, administration, and stakeholder engagement. Experienced in teaching English, managing academic records, coordinating school programs, organizing events, handling student affairs, and providing administrative support. Strong background in project coordination, email and calendar management, documentation, report preparation, customer service, and leadership. Adept at working with students, parents, school administrators, and external partners to achieve organizational goals.

Core Competencies

- Teaching & Classroom Management
- Academic Coordination
- Student Services & Student Affairs
- Administrative Support
- Email & Calendar Management
- Event Planning & Coordination
- Project Management
- Documentation & Records Management
- Microsoft Word, Excel & PowerPoint
- Canva & Filmora
- Customer Service
- Leadership & Team Collaboration
- Public Speaking & Presentation
- Stakeholder Relations

Professional Experience

Senior High School Teacher & Student Services Academic Coordinator | International Training Center and Hospitality Institute, Inc. | July 2018 – 2026

- Teach English and related subjects to Grade 11 and Grade 12 students.
- Prepare lesson plans, learning materials, modules, assessments, and student grades.
- Coordinate student services and academic support programs.
- Serve as Student Supreme Government (SSG) Adviser.
- Manage Learner Information System (LIS) and PEAC Billing processes.
- Organize and provide technical support for school events, seminars, and celebrations.
- Create presentations, marketing materials, and audio-visual presentations.

- Prepare and maintain academic records, transcripts, certificates, and student documents.
- Coordinate with school partners regarding programs, schedules, meetings, and projects.
- Handle administrative functions including scheduling, email communication, and document management.

Office Staff | Aastha Trading Corporation | August 2013 – December 2014

- Managed office documentation and administrative processes.
- Handled scheduling, email correspondence, and record management.
- Prepared reports and maintained organized filing systems.

Sales Associate | SM Megamall | June 2011 – December 2012

- Provided customer service and sales support.
- Maintained product knowledge and assisted customers with purchases.
- Demonstrated strong communication and organizational skills.

Education

Bachelor of Secondary Education, Major in English

Rizal Technological University (RTU)

Licensure & Certifications

- Licensed Professional Teacher (LET Passer, 2018)
- Events Management NC III
- E-Customer Service NC II
- Entrepreneurship Trainer

Achievements

- Dean's Lister and College Scholar
- Research Presenter in National and International Conferences
- English Department President
- 4Ps School Coordinator Recognition

Professional Development

Completed multiple trainings and seminars in Senior High School curriculum implementation, educational leadership, strategic planning, quality assurance, voucher program administration, research, and 21st-century teaching methodologies.