

# ELIA MAURY CUNANAN-JADINA

Master of Science in Development Sociology |

Licensed Professional Teacher & Youth Organization Coordinator

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## SKILLS

Tech Savvy ●●●●● Efficient Communication ●●●●● Self-discipline and motivation ●●●●●  
Problem-Solving ●●●●● Adaptability and Flexibility ●●●●● Organization and Time Management ●●●●●

## WORK EXPERIENCE

### Department of Education (Senior High School)

#### Social Sciences and English Teacher &

#### Youth for Environment in Schools (YES-O) Organization Coordinator

01/2020–  
present

##### - As Social Sciences and English Teacher

- handles Social Science subjects and acted as adviser of Social Science research studies.
- handles English for Academic and Professional Purposes, Oral Communication, and 21<sup>st</sup> Century Literature subject with a total of 6 face to face classes (1hour each) every day for 5 days in a week.
- prepares, submits, and implements daily lesson plans for each of the 6 classes every day for 5 days a week
- maintains efficient and effective classroom management that encourages a positive and conducive learning environment for learners while instilling discipline and respect within the classroom
- constantly coordinates with parents not only during Quarterly Consultations but also when necessary situations require
- ensures availability for consultation with students and parents if necessary
- maintains regular and punctual attendance
- conducts necessary online classes using various online platforms like Google Meet and Zoom
- creates an online management system for students' outputs using Google Workplace
- organized classroom-based research conferences and coordinated with other research experts as the panel of judges
- maintains a comprehensive and accurate database of students' information using spreadsheets (attendance, grades, and overall academic performance) as required by the school and district

##### - As Youth for Environment in Schools Organization (YES-O) Coordinator

- organized and conducted meetings with approximately 70 student members
- planned and executed training sessions and informational campaigns on transformational leadership to foster youth empowerment

- facilitated community engagement initiatives involving members, including tree planting events and coastal clean-up drives
- management of the organization's social media platforms (Facebook and Instagram)
- layout graphic design of infographics for social media posts using Canva application and other photo editing tools
- established partnerships with other organizations within the school and in different schools
- exhibited proper coordination through formal written communication to target communities prior to the conduct of activities
- administered monitoring and evaluation among members after conduct of every activity
- writing and submission of activity proposals for budget approval
- prepared and submitted activity accomplishment reports
- maintains and monitors members' data in spreadsheet format

## **Visayas State University**

### **Instructor**

08/2018–12/2019

- taught social science subjects under the Department of Liberal Arts and Behavioral Sciences
- subjects taught: Understanding the Self, Readings in Philippine History, Life and Works of Rizal, Reading Visual Arts, and Purposive Communication
- handled 7 classes in a day, with approximately 35 students per class
- utilized spreadsheets to have an extensive archive of students' data (attendance, grades, and overall academic performance)

## **Visayas State University Research and Extension Centers**

### **Science Research Assistant**

2014- 2015 &  
2017- 2018

- drafted data collection questionnaires and interview guides for specific research projects
- conducted data gathering procedures through respondent survey and interviews
- data encoding in spreadsheets
- narrative data transcription and translation in MS Word Application
- layout graphic design of Information, Education and Communication (IEC) Materials for specific research projects
- organized and documented community meetings, trainings and research conferences

## **EDUCATION**

### **Visayas State University**

#### **Master of Science in Development Sociology**

2020- 2024

- 3rd place (Best Presenter) in the student-led sustainability forum and Leadership Awardee in the Asia-Europe Institute (AEI-ASEM) Summer School 2023 in Kuala Lumpur, Malaysia

#### **Licensed Professional Teacher Board Examination Passer**

2018

#### **Bachelor of Science in Development Communication major in Community Broadcasting**

2010- 2014

- Graduated with Latin Honors (Cum Laude)