



# JOHN KEVIN CUBITA

Paralegal / Virtual Assistant / Content Writer / Former Cambridge IGCSE Teacher

## PROFILE

An experienced paralegal with demonstrated skills in preparing legal documents, case briefs, calendar management, legal research, invoices, interacting with different law enforcement agencies, requesting discoveries, giving quotes for traffic citations, DUI, infractions, misdemeanors, and felonies in the state of California.

A seasoned Cambridge IGCSE Literature and ESL teacher with proven skills in curriculum implementation, school leadership, test preparations, classroom management, lesson planning, organizing civic and social events, and developing learning materials.

## CONTACT

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+639497875048

WEBSITE:  
<https://www.facebook.com/jcubita/>

EMAIL:  
cubitajohnkevin@gmail.com

## HOBBIES

Cooking Filipino food  
Playing basketball  
Karaoke singing  
Watching movies

## EDUCATION

### **Notre Dame of Marbel University – Koronadal City**

Juris Doctor and Master of Legal Studies (double degree)  
August 2023 – Present

### **Brokenshire College of Soccsargen, Inc. – General Santos City**

Bachelor of Secondary Education major in English  
June 2015 – April 2016  
*Earned education units to qualify for the Licensure Examination for Teachers*

### **Mindanao State University-General Santos City**

Bachelor of Arts in English majors in Literature and Linguistics  
June 2007 – April 2011

## WORK EXPERIENCE

### **Law Offices of Shaffer Cornell at Southwest Legal (Paralegal)**

September 2022 – Present  
*Preparing legal documents, case briefs, calendar management, etc.*

### **Arabian Pearl Gulf School in Bahrain (Cambridge IGCSE Teacher)**

December 2019 – June 2022  
*English Subject Teacher Leader and certified Cambridge Oral Test Examiner*

### **General Santos City National High School (English Language Teacher)**

May 2017 – December 2019  
*Journalism Teacher, Classroom Adviser, Prefect of Discipline, Brigada Eskwela Coordinator, Literature and ESL Teacher*

## SKILLS

Google calendar management – **100%**  
Legal document preparation – **85%**  
Case Analyses and Legal Research – **80%**  
Client and LEA Interaction Management – **85%**  
Curriculum Implementation – **90%**  
Classroom Management – **90%**