



# Leslie Gay R. Suelen

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## VIRTUAL ASSISTANT

### CONTACT

☎ 09177317031

✉ lesliegayravina@gmail.com

### ABOUT ME

Hard-working, easy to learn, literate in typing, encoding in computer. Ambitious, eager to keep growing and evolving in my profession. Constantly developing new skills and abilities.

### COMPETENCES

Computer literate specifically in Microsoft Office, encoding and typing. Arranging and taking care of appointments and documents

### LANGUAGES

Filipino and English

### REFERENCES

Available upon request.

### EDUCATION

#### UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Bachelor in Elementary Education Major in General Education  
2011

#### UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Masters Degree: Early Childhood Education  
2018-present

### WORK EXPERIENCE

#### English Tutor - 2011-2012 and 2016

My tutees were Koreans, Japanese and Chinese in the academy called English Knowledge Awareness, Inc.

#### Kindergarten Teacher 2012-2016

I was a grade school teacher and a kindergarten teacher in Holy Child College of Davao.

#### Kindergarten Teacher 2017-present

A Kindergarten Teacher in a Public School in the Department of Education