



DANICA JOYCE GEMENTIZA

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

TOOLS

- Canva
- Google Suite
- Microsoft Office
- Microsoft Excel
- Meta Business Suite

PERSONAL PROFILE

With experience in content moderation, online English teaching, and face-to-face classroom instruction, I bring a proactive approach to achieving goals and delivering outstanding client service. I excel in problem-solving and communication, aiming to elevate organizational standards through innovative solutions and effective strategies.

WORK EXPERIENCE

EDUCATOR

[Department of Education, Philippines | March 2022 - Present](#)

- Research to stay updated on new information and teaching methods
- Holding conferences with students, parents, and administrators,

FREELANCE ESL ONLINE TUTOR

[Private Clients | March 2020 - Present](#)

- Create tailored lesson plans that cater to different student levels
- Assess students' progress and provide constructive feedback
- Maintain open communication with students and parents

CONTENT MODERATOR

[Concentrix CVG, Inc. | November 2021 - March 2022](#)

- Review large volumes of text, images, and audio
- Adhere to established rules and guidelines for website safety
- Support platforms in maintaining Trust and Safety programs
- Provide real-time protection for users

EDUCATOR

[University of the Immaculate Conception | June 2018- July 2022](#)

- Develop and deliver comprehensive lesson plans
- Provide personalized feedback
- Create an engaging and supportive learning environment

EDUCATION HISTORY

DAVAO DEL NORTE STATE COLLEGE

- Bachelor in Secondary Education major in Biological Sciences
- Member, FEBSS (Future Educators of Biological Sciences Society)