



MICHAEL F. DULAY

Detail-oriented Biology graduate with a strong foundation in data management, technical writing, and digital content creation. Seeking a job to leverage my expertise in meticulous record-keeping, database management, and administrative support in a remote environment.

Contact

-  0995-024-5384
-  michaelfloresdulay@gmail.com
-  Brgy. Bambanaba, Cuyapo, Nueva Ecija
-  <https://michaelfloresdulay.github.io/Portfolio/>

Education

MS Biology
Central Luzon State University
2023-2026 (stop)

Teacher Certificate Program
Iqra Development Academy, Inc.
2025

BS Biology - Biotechnology
Central Luzon State University
2018-2022

Accountancy, Business & Management - SHS
Dr. Ramon de Santos National High School
2016-2018

Special ICT Class - JHS
Dr. Ramon de Santos National High School
2012-2016

Work Experiences

Part-Time Tutor

Freelance
Aug 2023 - ongoing Cuyapo, Nueva Ecija, Ph

- Provided personalized instruction in English, Science, and Mathematics for elementary-level students.
- Developed customized lesson plans and learning materials tailored to individual student needs and learning styles.
- Monitored and tracked student progress, adjusting teaching methods to ensure comprehension and improvement.
- Maintained regular communication with parents regarding student performance, scheduling, and goals.
- Managed scheduling and session logistics independently, ensuring 100% attendance and punctuality.

Salesman / Admin Support

Ace Lights Trading
July 2020 - April 2023 Guimba, Nueva Ecija, Ph

Administrative & Data Management

- Created and maintained electronic quotations and sales records.
- Handled payroll processing and salary disbursement for branch staff.
- Reconciled daily sales reports and cash inventory.
- Managed stocks and inventory

E-Commerce & Social Media

- Managed end-to-end order processing for Shopee and Lazada platforms.
- Executed Facebook marketing campaigns and managed community engagement.
- Updated product listings and monitored stock levels online.

Customer Service

- Provided professional support to walk-in customers and managed cashiering duties.
- Resolved customer inquiries regarding orders and product specifications.

Training

- **01/05/2026 - Teaching English as a foreign Language**
02/11/2026 Teacher Record

Certification

- **02/02/2026 Bookkeeping NC III**
TESDA (Technical Education and Skills Development Authority)

Skills

- Teaching
- Research and Writing
- Record Keeping
- CANVA
- Capcut
- Microsoft Office (Word, Excel, Powerpoint, Publisher)
- Google workspace (Docs, Sheets, Drives)
- Basic bookkeeping (Quickbooks)
- Email management
- Chat Support
- Zoom/Google Meet/ MS Teams
- Social Media / E-commerce Management
- Time Management
- Lesson Planning
- Schedule management (Calendly, Google calendar)