



NELEA BEA Q. PEDRA

CONTACT

- 📍 Brgy. Margen, Ormoc City, Leyte, 6541
- ✉ pedraneleabea@gmail.com
- 📞 09656831269

EDUCATION

Margen Elementary School

Achiever
2007 - 2013

Margen National High School

Junior & Senior High School
Humanities and Social Sciences (HUMSS)
With Honors
2013-2019

Visayas State University

Bachelor of Secondary Education
Major in Social Studies
Cum Laude
2019-2023

SKILLS

- Microsoft Office
- File & Records Management
- Administrative Support
- Communication and Interpersonal Skills
- Time Management and Organization

OBJECTIVE

Detail-oriented and dependable professional aiming to serve as a legal secretary, providing reliable administrative assistance while upholding confidentiality and efficiency in a fast-paced legal environment.

WORK EXPERIENCE

Student Intern (Work Immersion)

Western Leyte College of Ormoc February-March 2019

- Performed clerical duties and data encoding
- Assisted in preparing and organizing school documents

Practice Teacher

Plaridel National High School March-May 2023

- Created lesson plans and instructional materials for daily classes
- Facilitated engaging educational games for improved student learning outcomes
- Conducted assessments and provided feedback on student performance

Customer Service Representative

Mancao E-connect Business Solutions Nov 2023-Dec 2024

- Provided Medicare information and assistance to clients
- Collaborated with team members and insurance providers to ensure client satisfaction

SEMINARS ATTENDED

Webinar on Regional Pre-Service Teachers' Congress

Visayas State University-Main Campus
April 22, 2023
Participant

Webinar on Analyzing data and writing the results and discussion, conclusion and recommendation

Visayas State University-Main Campus
May 18, 2023
Participant

REFERENCES

Mr. Jay Bansale

Academic Adviser, Visayas State University - Main Campus

✉ jay.bansale@vsu.edu.ph

Ms. Suzette Bagio

Team Leader, Mancao E-connect Business Solutions

✉ suzettebagio.mebs@gmail.com