

Jobeth Mae Laraga

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SUMMARY

Versatile and compassionate with four years of experience as an ICT teacher, caregiver for bedridden and special needs individuals, and account officer and customer service. Skilled in using technology to enhance learning outcomes, providing quality care and support, streamlining bookkeeping and customer inquiries. Seeking to leverage my diverse skill set and expertise to contribute to a reputable organization.

KEY COMPETENCIES

Time Management and Organization	Active Listening	Computer Literacy
Attention to Detail	Communication	Multidisciplinary teamwork
Adaptability	Reliability	Desire to learn and develop all necessary technical skills

EXPERIENCE

Bukidnon Multi-Sectoral Services Foundation Inc.

Apr - May 2023

Caregiver, Special Needs

- Engaged patients in meaningful conversation, socialization, and activity while providing personal care assistance.
- Provided safe mobility support to help patients move around personal and public spaces.
- Assisted with feeding and monitored intake to help patients achieve nutritional objectives.
- Changed dressings, bandages, and binders to maintain proper healing and sanitary measures.
- Monitored client vital signs, administered medications, and tracked behaviors to keep healthcare supervisor well-informed.

Valencia School Of The Morning Star Inc.

May 2018 - May 2022

ICT Teacher

- Worked cooperatively with other teachers, administrators, and parents to help students reach learning objectives.
- Graded and evaluated student assignments, papers, and course work.
- Implemented creative ways to foster curiosity for complex principles through hands-on learning and planned activities.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies. Processed software and hardware by coordinating user setups, installations and upgrades.
- Managed and maintained computer systems, equipment and mobile devices by troubleshooting hardware and software issues, cleaning out keyboards and wiping down computer surfaces.

CARD Inc.

Feb 2017 - Oct 2017

Account Officer

- Effectively communicated with clients about payment needs and kept updated, detailed and accurate ledgers.
 - Monitored and analyzed customer feedback to identify opportunities for improvement.
 - Facilitated client satisfaction and renewed customer relations to drive growth.
 - Supported management by processing invoices and documents with consistent on-time delivery.
 - Streamlined daily reporting information entry for efficient record keeping purposes.
 - Streamlined bookkeeping procedures to increase efficiency and productivity.
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EDUCATION

Caregiving NCII - Vocational - 2023

Irene B. Antonio College of Mindanao Inc.

Professional Education - 2018

Valencia Colleges (Bukidnon) Inc.

BS Information and Technology - 2016

ACLC College