

PERSONAL INFO

Address – Looc, Lapu-Lapu City
Age – 24
Birthdate – December 19, 1998
Sex – Male
Marital Status - Single

LEMUEL JAY PEREZ

MOBILE NUMBER: 09672277895
EMAIL: PEREZLEMUEL33@GMAIL.COM

OBJECTIVE

Results-driven educator with a strong background in teaching and student engagement, seeking to transition into a dynamic corporate environment. Eager to leverage my excellent communication, organizational, and problem-solving skills to contribute effectively to your team, bringing a fresh perspective and a passion for driving business success through collaboration and innovation.

SKILLS

- Skilled in managing calendars, scheduling meetings, and coordinating appointments.
- Experience in preparing and distributing important documents and correspondence.
- Excellent written and verbal communication skills.
- Skilled in building and maintaining positive relationships with diverse stakeholders.
- Skilled in using online collaboration tools and managing digital files.

EXPERIENCE

COLLEGE INSTRUCTOR • NORTHEASTERN CEBU COLLEGES • MAY 2019 – JUN 2023

As a college instructor, I was responsible for creating and delivering engaging lectures, designing curriculum, and fostering active learning. I provided guidance to students, offered constructive feedback, and tailored assessments to diverse learning styles. My collaborative approach in faculty meetings ensured alignment with industry trends, contributing to a dynamic and student-centered educational experience.

CUSTOMER SERVICE ADVOCATE • RESULTSCX • SEP 2023 - PRESENT

As a Customer Service Advocate for a healthcare account, I provided compassionate and efficient support to patients and clients, addressing inquiries, resolving claims-related issues, and ensuring compliance with healthcare regulations. I maintained accurate records, communicated complex healthcare information effectively, and navigated insurance processes to enhance the patient experience while adhering to industry standards.

EDUCATION

MA SOCIAL PSYCHOLOGY (21 UNITS) • MAY 2021 • UNIVERSITY OF SAN JOSE – RECOLETOS

BS MATHEMATICS • MAY 2019 • CEBU TECHNOLOGICAL UNIVERSITY

TRAINING AND PROFESSIONAL CERTIFICATIONS

- **Career Service Professional – Civil Service Commission**
- **Basic Computer Literacy (80 hour training) – Eltech Learning Hub**
- **Fundamentals of Statistics using Excel - DataSense**