



JEANEN TAYRUS

amantbleu24@gmail.com

09537765142

Gabi, Ubay, Bohol, Philippines

Professional Summary

Adept at data processing and fostering engaging environments, I enhanced data entry efficiency and classroom engagement at the Philippine Statistics Authority and Holy Child Academy, respectively. Skilled in Microsoft Excel and building strong relationships, my work significantly contributed to project completions and educational advancements, maintaining high accuracy and security levels.

Skills

Microsoft Excel
Document editing
Report Writing
Data processing
Information verification

Work History

11/2024- 01/2025

DATA PROCESSOR

Philippine Statistics Authority, Tagbilaran City, Bohol Philippines

- Performed data entry tasks accurately and efficiently.
- Maintained a high level of data security by adhering to company policies, protocols, and confidentiality requirements.
- Adhered to strict deadlines for completing assigned tasks, while maintaining a high degree of accuracy in all work performed.
- Utilized established methods for data processing and analysis for consistency and accuracy.

07/2024-09/2024

CENSUS ENUMERATOR

Philippine Statistics Authority, Tagbilaran City, Bohol Philippines

- Conducted door-to-door surveys to collect data from households and individuals.
- Explained the purpose and importance of participating in the census program to respondents.

- Maintained accurate records of completed surveys, contact information, and other relevant data as required by the project scope.

06/2019-05/2024

TEACHER

Holy Child Academy of Ubay, Inc. Ubay, Bohol Philippines

- Managed classroom behavior effectively by establishing clear expectations, modeling appropriate conduct, and consistently enforcing established rules and consequences.
- Enhanced classroom engagement through the use of interactive teaching methods, such as group projects, and hands-on activities.
- Maintained accurate records of student progress, attendance, and behavior to facilitate ongoing communication with parents about their child's educational journey.

11/2018-03/2019

CASHIER

Abacus Book and Card Corporation/National Bookstore, Cebu City, Philippines

- Greeted customers entering the store and responded promptly to customer needs.
- Operated the cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Boosted customer satisfaction levels by going extra mile to personalize service for each customer.

Education

03/2018

Bachelor of Secondary Education- English

Bohol Island State University

Candijay, Bohol, Philippines

Certifications

Licensed Professional Teacher