

Glerick M. Villaflores , LPT

📍 Gahonon Rd. Daet, Camarines Norte ✉ contact@glerickvillaflores.com

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Certificates

Professional Regulation Commission

Licensed Professional Teacher

Awareness Training on RA 9470: Practice of Records and Archives Management

Philippine Normal University

Google Workspace End User Training

Globe Business

2024 In-Service Training for SHS Teachers

Private Education Assistance Committee (Peac)

Career Objectives

To obtain a position in a professional and growth-oriented organization where I can contribute through strong work ethic, responsibility, and effective communication, while continuously developing my skills and delivering quality results that support the organization's goals.

Educational Background

Bachelor Of Secondary Education Major in English
Mabini Colleges,

2019 – 2023 | Daet, Camarines Norte

Expertise

- ✓ Basic Microsoft Office Applications (Word, Excel, PowerPoint)
- ✓ Basic Computer Troubleshooting
- ✓ Hardworking and Goal-Oriented
- ✓ Teamwork Skills
- ✓ Adaptable and Quick Learner
- ✓ 60+ WPM Typing Test
- ✓ Good Communication and Interpersonal Skills
- ✓ Experience with Google Workspace (Docs, Sheets, Slides, Drive)
- ✓ Experience with Online Teaching Platforms (e.g., Zoom, Google Meet, Microsoft Teams)
- ✓ Experience in Data Entry and File Management

Work Experience

PHILIPPINE NORMAL UNIVERSITY

Administrative Aide VI (Community Extension & Partnerships / CPEO)
Taft Ave. cor. Ayala Blvd., Ermita, Manila

July 2025 - September 2025

-Handled CPEO records functions while delivering administrative support for community extension and partnerships, including drafting documents, processing requests, coordinating communications, and issuing certificates.

CAMARINES NORTE COLLEGE INC.

Senior High School Faculty

Labo, Camarines Norte

January 2024 - April 2025

- Delivered engaging instruction across Literature, Research, Media and Information Literacy, and Empowerment Technologies, strengthening students' critical thinking, communication, and digital skills through interactive lessons, hands on computer tutorials, and collaborative instructional support.

WEB DEVELOPMENT

LetUsReview.Online [🔗](#)

Front End Developer

March 2023 - Present

Projects

Front End Developer

07/2023 – present

letusreview.online

I spearheaded the development of LetUsReview, a dynamic website designed to facilitate professional exam preparation. This project allowed me to leverage my skills in web development and create a platform tailored to the needs of aspiring professionals.

Character References

Mr. Jestoni Ogad

College and Senior High School Registrar

Camarines Norte College

0951-968-6801

Mr. Charles Kenneth Samonte

LetUsReview.Online [🔗](#)

Back-End Developer

cksamonte@gmail.com

I hereby certify that the above sets of information are true and correct to the best of my knowledge ability and belief.

GLERICK MELENDREZ VILLAFLORES

Applicant