Sheen Marjorie Lungay, LPT
Professional Teacher

Bohol, Philippines



Objective

Dedicated and adaptable professional seeking a position where I can leverage my background in teaching, tutoring, and administrative support to contribute to organizational success. Skilled in communication, documentation handling, and fostering positive learning and customer experiences. Committed to delivering quality service, supporting team goals, and continuously developing my expertise in education and customer support.

Experience

Administrative Assistant – Office Clerk 2022

- Filing, recording, and organizing official papers, contracts, and government records.
- Typing, photocopying, scanning, and preparing reports or letters.
- Inputting information into databases or government systems accurately.
- Supporting other departments, relaying instructions, and ensuring smooth workflow.
- Assisting visitors.

Teaching Internship 2023-2024

- Assisting in preparing daily or weekly lesson plans aligned with the curriculum.
- Helping maintain discipline, organizing activities, and ensuring a productive learning environment.
- Teaching lessons under supervision, often in subjects like English.
- Tutoring, answering questions, and guiding learners through assignments.
- Checking quizzes, grading papers, and monitoring student progress.
- Working closely with the supervising teacher to evaluate strategies and improve teaching methods.

Personal Tutor 2024-2025

- Provided one-on-one tutoring in all subjects for a Grade 2 student.

- Assisted with homework, reading comprehension, and problem-solving exercises.
- Designed interactive activities to improve focus and engagement.
- Reported progress and learning milestones to parents weekly.

Missionary in The Church of Jesus Christ of Latter Day-Saints July 2025- July 2026

- Sharing the message of Jesus Christ through lessons, discussions, and scripture study with individuals and families.
- Offering community service, helping members and non-members alike, and showing Christlike love through daily acts of kindness.
- Strengthening faith through prayer, scripture study, and obedience to mission rules.
- Assisting local congregations by teaching classes, fellowshipping new members, and supporting church leaders.
- Actively seeking opportunities to meet people, build relationships, and invite them to learn about and follow Christ.
- Guiding and mentoring other missionaries in fulfilling their purpose, setting an example of diligence, obedience, and spiritual focus.

Seminary Teacher in The Church of Jesus Christ of Latter Day-Saints September 2026

- Deliver Christ-centered, scripture-based lessons guided by the Holy Ghost, helping students understand and apply gospel principles in daily life.
- Assist parents and leaders by nurturing students' faith in Jesus Christ, encouraging temple preparation, and fostering lifelong discipleship.
- Establish belonging, purpose, and meaningful experiences that invite the Spirit and promote active participation.
- Take daily attendance, maintain accurate records, and report to parents, stake supervisors, and Seminaries & Institutes (S&I) representatives.
- Regularly update parents and coordinate with bishops and stake leaders to provide tailored support for each student.

Education

STI College Bohol (Senior High) 2018-2020

Information Technology - Mobile App and Web Development

Graduated as With Honors

Bohol Wisdom School (College) 2020-2024

Bachelor of Secondary Education Major in English

Graduated as Magna Cum Laude

License Professional Teacher December 2024

September 2024 LET taker

Passed on December 2024

Skills and Abilities

- Management
- Problem solving
- Communication
- Leadership