

CLEVE ARON D. NARIDO

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PROFESSIONAL SUMMARY

Entry-level Virtual Assistant who handles the work people rely on but rarely talk about. Background in marketing assistance, quality review, and verification calls, where accuracy and follow-through matter. I focus on doing tasks correctly the first time, keeping work organized, and supporting team priorities so projects move without friction. I bring value through consistency, clear communication, and work that does not need to be redone.

WORK EXPERIENCE

Quality Assurance Specialist | Televerification Agent, AdviceBrands, LLC

November 2025 -January 2026

- Reviewed and validated incoming leads for accuracy and completeness
- Conducted outbound verification calls to confirm customer information
- Identified errors, duplicates, and inconsistencies in lead data. Followed strict scripts and quality standards to reduce rework

ESL Tutor, Preply

September 2025 - October 2025

- Conducted one-on-one English lessons for students of varying skill levels.
- Designed personalized learning exercises to improve grammar, vocabulary, and speaking confidence.

Student Teacher, MSU - Integrated Developmental School

February 2025 – April 2025

- Delivered 40+ English lessons to junior and senior high school students
- Created 15+ lesson plans aligned with curriculum goals
- Designed 20+ visual presentations using Canva and PowerPoint
- Adjusted teaching methods based on student performance and feedback

English Tutor, Mindanao State University at Naawan

2023 – 2024

- Delivered 40+ English lessons to junior and senior high school students and managed daily classroom activities for groups of 30
- Created 15+ lesson plans aligned with curriculum goals and designed 20+ visual presentations using Canva and PowerPoint

EDUCATION

Bachelor of Secondary Education, Major in English

Mindanao State University at Naawan

- 2020 – 2025

ADDITIONAL INFORMATION

- Technical Skills:** Project Management, Quality Assurance, Data Entry, Email and Calendar Management, Virtual Collaboration Tools (e.g., Google Workspace, Microsoft 365)
- Languages:** English, Tagalog, Bisaya
- Certifications:** TEFL, Social Media Management Certificate
- Awards/Activities:** Cum Laude Award recipient and consistent Dean's Lister