[Harene.150388@2freemail.com](mailto:Harene.150388@2freemail.com)

HARENE

**SUMMARY OF QUALIFICATIONS/SKILLS**

* **Bachelor’s Degree in Business Administration** with a major in **Business Economics** which *specializes on thorough extensive/intensive business researches*
* **NGO (Non-Government/Profit Organization) experience** with several international engagements concerning *leadership, training, and youth development*
* **One (1) year** of *Secretarial/Administration experience in the Philippines*
* Strong work ethic, ability to lead and work in groups
* Goal-oriented, hard-working, accountable, and flexible
* Analyzing and proofreading ability on market, economics, or business and management researches
* Good interpersonal relations and communications
* Has keen eye to details, content, and consistency
* Can work with initiative and less supervision, inquisitive, and passionate on holistic development
* Technical and computer literate
  + proficiency in key Microsoft Office programs [Word, Excel, Publisher, Powerpoint, and Outlook]
  + advanced knowledge on troubleshooting different Windows Operating System-related issues
  + proficiency in video-editing programs [Pinnacle Studio, Cyberlink, iMovie & Adobe After Effects]

**WORK EXPERIENCES**

**December 2015 – March 2016 Global Leadership Institute   
 (Non-Government/Profit Organization)**  
 Makati City, Philippines

*Position:* **On-Job Trainee/Intern**

***Deliverables****:*

* + - Appointed as a Research Coordinator and was asked to conduct a research regarding the SK (Sangguniang Kabataan) Elections last 2016 which focused on the successful implementation of governance integrity guidelines to be submitted and presented to ADB (Asian Development Bank)
    - Acted as an Assistant for Internal Affairs, which he handled the organization’s primary email and website responding to queries sent and received by clients.
    - Acted as an Assistant to the President, focused on answering important client calls especially dealing with GLI’s sponsorship proposal to firms like Globe, Peugeot, BMW Automobiles, and Team Energy.
    - As an Administrative Assistant/Intern, he made and sent emails to numerous undisclosed recipients which GLI gathered from delegates of past events and cooperating organizations. Organized and recorded minutes of meeting for the weekly GLI Board of Trustees meet. Arranged travel itineraries for superiors/board of trustees.
    - Screened and interviewed selected delegates from Asia-Pacific Youth Exchange 2016 for a scholarship grant to the ASEAN Colloquium 2016 event GLI organized in Bangkok, Thailand.
    - Assigned to Bangkok, Thailand last February 12-23, 2016 for the ASEAN Colloquium 2016 event to function as Secretariat Management Head which dealt with the supervision of registrations, Day 1, and final day of activities. In-charge for the acquisition of delegates and guests conference kit (Commemorative pens, conference shirts, certificate jackets, customized journals, and souvenir tote conference bags).

**June 2014 – August 2015 College of Business Administration and Accountancy (Academe)**  
Central Luzon State University, Science City of Muñoz, Nueva Ecija,  
Philippines

*Position:* **Office Assistant / Administrative Assistant (College Registrar)**

***Deliverables****:*

* + - Clerical support for the College Registrar
    - Assisted and acted as a Student Volunteer during the Level IV Accreditation Phase I and II of the Department of Business Administration of the academe
    - Encoded student-related documents on the academe’s online database
    - Aided in facilitation of student enlistment, enrollment, examination, and change of matriculation
    - Photocopied student checklist forms submitted to the Office of Admissions (University Wide)
    - Prepared, computed and submitted Professor Allas’ student grades (200 students)
    - Aided on student-related concerns/queries reported to the College Registrar
    - Sorted and organized files of students by batch, year level, and block.
    - Prepared a summary report of students who were considered to be irregular and regular (in terms of subject loads)
    - Coordinated receipts of payments made by students for permit and report of grades release

**ACHIEVEMENTS/HONORS/AWARDS RECEIVED**

**Philippine Ambassador** – Beyond Bangladesh: Vision 2021 Development Excursion Program  
Dhaka, Bangladesh (December 15-20, 2015)

**3rd Best Economics Research**, Entitled: “The Variables affecting the Difficulties and Stresses faced by Special Education (SPED) teachers in Congressional Districts II and III of Nueva Ecija”  
Business Inter-Discipline Achievement (BIDA) Awards  
Department of Business Administration  
College of Business Administration and Accountancy, CLSU  
(December 7, 2015)

**International Competing Delegate:**  
 **1st Runner-up, Asia Pacific Business Plan Defense**,   
 2nd LeMaste: Asian Leadership Management Congress  
 Davao City, Philippines (August 22-23, 2015)

**1st Runner-up, Community Program Development: Research & Proposal Competition**,   
 1st Dux Gregis: International Youth Leaders Convergence  
 Ho Chi Minh City, Vietnam (June 25-28, 2015)

**Dean’s Lister, 3 semesters S.Y. 2014-2016**

**ACTIVITIES/COMMUNITY INVOLVEMENTS**

**Unit Coordinator** – Department of Business Administration  
CLSU Golden Grain 2016 (June 2016)

**Global Workforce – Secretariat Management Head**  
The ASEAN Colloquium: Executive Management Congress 2016  
Bangkok, Thailand  
Global Leadership Institute (February 2016)

**Student Volunteer** – Department of Business Administration  
Level IV Accreditation Phase I and II  
College of Business Administration and Accountancy  
Central Luzon State University (2014-2015)

**Block Secretary**: Economics Section (2014-2016)

**Spearheaded/Research Proponent**:  
“The Variables affecting the Difficulties and Stresses faced by Special Education (SPED) teachers in Congressional Districts II and III of Nueva Ecija”

**Student Coordinator** – Human Resources (HR) Forum 2014  
RET Amphitheater, Central Luzon State University  
Science City of Muñoz, Nueva Ecija (October 2014)

**SEMINARS/CONFERENCES/TRAININGS ATTENDED**

**The ASEAN Colloquium: Executive Management Congress**Novotel Bangna, Bangkok, ThailandFebruary 18-21, 2016

**Yunus Centre Conference on Social Business Mobility**  
Yunus Centre, Dhaka, Bangladesh  
December 17, 2015

**2nd Philippine Junior Finance & Investment Summit “Advance your Career and Financial Wellness”**  
SMX Convention Center Manila, Pasay City, Philippines  
September 12, 2015

**2nd LeMaste: Asian Leadership Management Congress**SMX Convention Center Davao, Davao City, Philippines  
August 22-23, 2015

**The ASEAN Conference “Learning to learn above SEA level for Tomorrow, Today!”**Palayan Convention Center, Palayan City, Nueva Ecija, Philippines  
August 20, 2015

**1st Dux Gregis: International Youth Leaders Convergence**Palace Hotel Saigon, Ho Chi Minh City, Vietnam  
June 25-28, 2015

**EDUCATIONAL ATTAINMENT**

**Bachelor of Science in Business Administration  
Major: Business Economics** **GPA: 2.15 (87%)**   
Central Luzon State University  
Science City of Muñoz, Nueva Ecija, Philippines   
(2012-2016)

**PERSONAL DETAILS**  
  
Visa Status : Visitor Visa   
Age : 21

Civil Status : Single  
Religion : Christian  
Citizenship : Filipino