

**MARY GRACE**

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**PERSONAL PROFILE**

Name: Mary Grace

 Nickname: Grace

 Age: 22 y/o

 Birth date: November 23, 1993

 Height: 5’3

 Weight: 49 kgs.

 Civil Status: Single

 Citizenship: Filipino

 Religion: Roman Catholic

 Language Spoken: English, Tagalog, Cebuano, Ilonggo

**CAREER OBJECTIVE**

To be able to work in an established institution where I can impart my skills, knowledge and trainings I had gained in school while developing myself as a good civil servant.

**STRENGTHS AND ATTRIBUTES**

Passionate and enthusiastic to impart the beauty of learning experience. Always resourceful and strives for innovation. Always open for the suggestions and constructive critiques. Detail-oriented and organized. Has a good command of the English language, be it oral and written. Great follower, but knows when to take the lead.

**EDUCATIONAL BACKGROUND**

 **Tertiary Mindanao State University**

 Fatima, General Santos City

 Bachelor of Arts in Political Science

 (2010-2014)

 **Secondary Guinsang-an National High School**

 Brgy. Guinsang-an, Sto.niño South Cotabato

 5th Honorable Mention

 Leadership Awardees’

 (2006-2010)

 **Primary Esperanza Elementary School**

 Brgy.Esperanza, Norala South Cotabato

1st Honorable Mention

 POP-ED Awardees’

 (2000-2006)

**CLUBS AND AFFILIATIONS**

* Political Science Students Organization Member

Mindanao State University (2010-2014)

* Human Rights Society Member

Mindanao State University (2010-2014)

* College of Social Sciences and Humanities Organization Member

Mindanao State University (2010-2014)

* Human Rights Society Advocated the Program “Lapis Mo, Kinabukasan Ko”

Mindanao State University (2013-2014)

**SEMINARS AND TRAININGS**

* Basic Supervisory Training

Gaisano Grand Mall of Polomolok (August 2015)

* Disaster Risk Reduction Seminar

Norala, South Cotabato (September 2014)

* Community Organizing Seminar

Mindanao State University (December 2014)

* Policy Paper Making

Seminar in Contemporary Political Processes (October 2013)

* International Humanitarian Month

Mindanao State University (August 2011)

**SKILLS AND INTEREST**

* Computer Literate- Microsoft Word, Excel & PowerPoint
* Researching
* Community Organizing
* Reading
* Singing/Composing Songs
* Sports like badminton, table tennis, volleyball and basketball

**WORK EXPERIENCES**

* **Office Staff**

RIVAS Security Agency

Prk. Mauswagun, Labangal, General Santos City

(September 16 2015- April 10, 2016 )

* **Department Head/ Supervisor**

 Gaisano Grand Mall, Polomolok, South Cotabato

 (January 2015- September 2015)

* **Office Staff (Intern)**

DILG Office, Municipal Hall, Norala South Cotabato

(September 2014- December 2014)

* **Accounting Staff (Summerjob)**

Accounting Office, Municipal Hall, Norala, South Cotabato

(April-May 2013)

* **Assistant Barangay Secretary (Summerjob)**

Barangay Hall, Brgy. Esperanza

Norala, South Cotabato

(March-May 2012)

* **Jollibee Crew/ Part Time Job**

National Highway, General Santos City

(August 2012- March 2013)