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| |  |  | | --- | --- | | **PERSONAL DATA** | | | Age: | 22 | | Date of Birth: | MAY 15, 1993 | | Gender: | Female | | Civil Status: | SINGLE | | Height: | 5’4 | | Weight: | 53 kg | | Nationality: | Filipino | |  |  | |  |  |  |  | | --- | | **WORK EXPERIENCE** |   Municipal Link  **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  Buraguis, Legazpi, City, Philippines  October 1, 2013 to present  Case Worker  - Conduct of monthly Family Development Sessions to develop people’s awareness  - Conduct of home visits, collateral interviews to the families with special cases  - Conduct of school visits and health center visit to monitor the children of the handle clientele groups  **CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO), Bato, Camarines Sur, Philippines**  July 2012 - October 2012  -Facilitated case management to different clientele groups;  -Conducted home visitations, collateral interviews and counseling sessions;  -Issued certificate of indigency and crisis intervention assistance to various clients -Dealt with referral of clients to different related welfare agencies-- NGO and GO.   |  | | --- | | **EDUCATION** |   June 2009 - April 2013  **BACHELOR OF SCIENCE IN SOCIAL WORK**  **BICOL UNIVERSITY COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY (BUCSSP)**  Daraga, Albay  June 2005 – April 2009  **LIGAO NATIONAL HIGH SCHOOL**  Ligao, City  June 1999 - March 2005  **LIGAO WEST CENTRAL ELEMENTARY SCHOOL BINATAGAN**  Ligao, City   |  |  |  |  | | --- | --- | --- | --- | | **LICENSES/CERTIFICATIONS** | | | | |  | **License/ Certification** |  | **Registration Date** | | 1. | PRC Professional Identification Card |  | August 07, 2014 |  |  |  |  |  | | --- | --- | --- | --- | | **SKILLS** | | | | |  | **Skill** | **Level of Proficiency** | **Remarks** | | | 1 | Community Organizing, Interviewing,  Record Keeping, Facilitating, Mediating,  Computer Literate,  Communication skills | 3 - Average |  | | | **TRAININGS/SEMINARS** | | | |   **Disaster Preparedness, First Aid & Rescue Training**  November 8-9, 2012; Agoho Building, BUCSSSP, Daraga, Albay  **Seminar-Workshop on Facilitation**  August 6, September 16, September 24, 2011  People’s Hall, Albay Capitol Bldg., Legazpi City  **Gender Sensitivity Training**  March 10, 2011; Arcilla Hall, BUCSSP, Daraga, Albay  **Roll Out Training on the Use of Enhance FDS Manual**  Depatment of Social Welfare and Development  July14-18, 2014; Hotel St. Elis Legazpi City   |  |  |  |  | | --- | --- | --- | --- | | **LANGUAGES SPOKEN** | | | | |  | **Language** | **Proficiency Level** (5=Excellent; 1=Poor) |  | | 1. | English | 5 |  | |