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| **Contact Details**  Email : [muyco.276673@2freemail.com](mailto:muyco.276673@2freemail.com) |
| **Personal Particulars**  Age : 28 years old  Date of Birth : 25 September 1987  Nationality : Philippines  Gender : Female  Marital Status : Married |
| **Qualifications**  Qualification : Post Graduate Education  Field of Study : Master’s in Library and information Science  Status : (Not Yet Completed; 2nd Year Level only)  Institute/University : Notre Dame of Marbel University, Philippines, 9506    Qualification : Bachelor's/College Degree  Field of Study : Library and Information Science  Institute/University : Notre Dame of Marbel University, Philippines, 9506  Graduation Date : March 22, 2009  **Career Objective:**  Any Position which involves education, human resource development, and other related functions. |
| **Experiences**  **Company Name : Korbel Foundation College , Inc.**  Position Title : Assistant Librarian  Specialization : Cataloguing and classification  Duration : June 2014- June 2016  Work Description :  Cataloguing and classification function is very responsible administrative and technical librarian work involving the supervision of library technical and circulation services. This involves the creation, use and provides bibliographic information for easy access of the users of the library.  I work under the direction of the head of the library. Upon the arrival of the books that have been purchased, it will be access, provide bibliographic information, catalog and classify according to its subject.  Plans, organizes, manages the proper functioning of the technical services on a daily basis, and make proposals for the development of the library; recommends the adoption of library system and develops procedures for processing all library materials. Also, producing cards for card catalog for easy access and assists patrons in the use of library materials and facilities.  **Company Name : Korbel Foundation College , Inc.**  Position Title : Faculty/ Mentor  Specialization : Teaching  Duration : June 2014- June 2016  Work Description :    I was handling social sciences and some of the office and administration core subjects in tertiary level. Teaching is a lifelong learning process; I plan, prepare, and deliver lessons to all of my students in the class. I teach according to the educational needs, abilities and achievement of the individual students and group of students in line with the curriculum. Then, I assess, record, and report on the development, progress, attainment and behavior of one’s student. And part of that I guide them and give advice on educational and social matters for their further education and future careers; and provide source of information for more expert advice for their chosen field/careers.  I also, communicate, consult, and co-operate with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interest of students. And nurtures a culture where teachers view themselves essentially as facilitators of learning and reflective practitioners.  **Company Name : Green Valley College Foundation, Inc.**  Position Title : Executive Assistant of Vice –President for Academic Affairs  Specialization : Office Administration  Duration : April 2010- December 2012  Work Description :  Provide excellent customer service, in conjunction with the Administrative Assistant to the President, for the Executive Offices of the College to present a positive image of the College to internal and external communities, interacting effectively with diverse populations; Prepare correspondence that represents the College well to internal and external audiences; Coordinate meetings and functions for the VPAA and for various academic and College groups to promote good use of space and other resources; Coordinate human resource functions related to faculty, interfacing with payroll and human resources and managing a variety of technical processes associated with these functions; Maintain academic files and records needed for internal operations and external agencies; Organize office functions to ensure smooth operations, working with information technologies and others to implement new technologies in ways that promote efficiency and good customer service.  **Company Name : Southern Mindanao Institute of Technology**  Position Title : School Librarian  Specialization : Librarian/ Information Specialist  Duration : June 2009- March 2010  Work Description :  Establish and monitor day-to-day systems and workflows in library; Promote the role of the library (which performs all library functions from planning, organizing, describing, collaboration and managing) and the range of resources students can access through the library, to support inquiry and develop information literacy across all year levels and all curriculum areas; Collaborate with staff to plan inquiry units and identify appropriate resourcing and scaffolding to support students’ research; Plan and implement the library orientation. Also, prepare and present regular reports that focus on the library’s support for teaching and learning, highlighting significant developments and identifying future needs. |
| **Skills and Strengths:**   Has logical decision-making ability   creative, hardworking, goal and results oriented   Very proficient in Microsoft Word, Excel and Powerpoint and has good knowledge of graphic design softwares such as Adobe Photoshop   proficient English communication skills   expert in cataloguing, abstracting and indexing, binding and other related functions |
| **References**  Name : Mary Magdalyn P. Inocencio  Position : Assistant Teacher/ Book keeper  Company : Sharjah American International School-Dubai Campus (Dubai, UAE)  Telephone : +97144516179 / 0553764386  Email : inocenciomarymagdalyn@gmail.com  Name : Fe G. Diaz, MALS  Position : Professor/ Director, Library and Educational Media Center  Company : Notre Dame of Marbel University (Koronadal City, Philippines)  Telephone : 083-228-2218/ +63-932-868-2229  Email : [fe\_diaz@yahoo.com](mailto:fe_diaz@yahoo.com)  Name : Leandro Ador A. Dizon, CPA, MBA  Position : School President  Company : Korbel Foundation College, Inc.  Telephone : 083-228-1996 / 083- 228- 1936  Email : korbelfoundationcollege2007@gmail.com  Name : Ernesto Nachon  Position : Dean, Technical Department  Company : Southern Mindanao Institute of Technology  Telephone : 064-200-3549 / 064-447-0414 |