

**Objective**

To find a suitable and stable job that will fit my qualifications where I can apply and master my skills and learn, too from the institution.

**EDUCATIONAL ATTAINMENT**

Bachelor of Science in ***Psychology***

*Xavier University*

S.Y. 2010-2014

**Qualifications**

* Civil Service Eligible
* Proficient in Microsoft Office Word, Excel and Powerpoint
* Knowledgeable in making Memoranda and Indorsement letters
* Capable of conducting an Interview of Applicants and screening of Resumè
* Passionate on preparing or facilitating a program for diverse events
* Knowledgeable on handling Human Resource process (Recruitment/CompBen/Time Keeping)
* Plays a guitar (band member, music ministry instrumentalist)
* Business minded person, willing to deal with diverse people
* Proficient in making Purchase Requests, Obligation Requests, and processing of vouchers and cheques.
* Excellent Intrapersonal and Communication Skills
* Management Skills
* Organizational Skills

**Personal Information**

Single. Born on November 30, 1993, Cagayan de Oro City. Filipino Citizenship. Evangelical Christian. Good Communication skills both in oral and written (English & Filipino). Able to adapt quickly and able to demonstrate perseverance. Responsible, analytical and hardworking. Can work well independently and as a team.

**Work Experiences**

**Philippine Veterans Investment Dev. Corp. (Government-owned Corporation)**

**June 2015-PRESENT**

**Provincial Governor’s Office**

**Administrative Officer**

August 1, 2014-June 2015

**Nestle Inc. Cagayan de Oro Factory Internship Program**

**Human Resources Trainee**

April 2013

**KKP Social Service Program for the Sponsored Children**

**Case Worker (Intern)**

May 2013

**Regional Mass Training of Grade 7 Teachers in the Implementation of the K to 12 Training Assistant**

May 2012

**First Name of Application CV No:** **1665684**

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