**CURRICULUM VITAE**

**E-MAIL**

[**Emilson.278502@2freemail.com**](mailto:Emilson.278502@2freemail.com)

**DATE OF BIRTH**

May 28, 1986

**NATIONALITY**

Pilipino

**LANGUAGES**

English

Filipino

**IT SKILLS**

MS Office Suite

SPSS

Photo/Video Editing

Adobe Authorware

Web Browser

Basic PC Troubleshooting

Android OS Troubleshooting

**OTHER SKILLS**

Counseling

Photography

Handling Confidential Matters

Analytical Skills

Interpersonal Skills

Human Resource Background

***Emilson***

**EDUCATION**

**2010-2015 The National Teachers College Manila, Philippines**

*Master of Arts in Education Major in Guidance and Counseling*

*(Academic Requirements Completed)*

**2004-2008 Colegio de San Juan de Letran Calamba, Philippines**

*Bachelor of Science in Psychology*

**PROFESSIONAL EXPERIENCE**

**2009-2015 Colegio San Agustin – Biñan Laguna, Philippines**

*Testing Officer*

Coordinates the psychological testing requirements of the department and helps in the full implementation of the services of the guidance and testing center.

One of the key person responsible for hiring and recruiting academic and non-academic personnel.

Responsible for a wide range of statistical and psychometric activities related to test construction, validity, reliability, standard setting, analysis and scoring of battery of different examinations.

Develops and implemented the computerized entrance test base on the school standard.

Develops test-related researches and executes statistical analysis on different test administered and keeps a systematic and updated test profiles.

Conducts Annual Career Planning/Counseling to students based on the students’ test scores and personality.

Involvement in the academic personnel appraisal system.

**2008-2009 Colegio de San Juan de Letran Laguna, Philippines**

*Administrative Assistant*

Types correspondence, reports and other documents.

Coordinates repairs to office equipment.

Maintains confidential records.

Researches and assists with the preparation of motions, policies and procedures

Reviews and edits reports to the Board

Prepares agenda for Board meeting

**OTHER EXPERIENCE**

Volunteer at the Autism Society of the Philippines-Laguna Chapter.

Performs Counseling Outreach to the children in an orphanage.

Performs Counseling Outreach to the less fortunate children in a public school.

Conducts psychological testing and counseling to the abandoned children in an orphanage.

Works as photographer during social events and gathering.

Held the position of photography club adviser.

Conducts Team Building/Leadership Seminar to aspiring young student leaders.