**MICHAEL**

**OBJECTIVE**

Willing to join and work as Administrative Staff that will allow me to utilize my strong organizational skills and extensive experience in administrative and managerial, updating records, taking calls, managing schedules, maintaining office supplies, and handling correspondence.

**EDUCATION**

Course: **BACHELOR OF SCIENCE IN SOCIAL WORK** Inclusive Dates: 2010 to 2014

College: Western Mindanao State University, Zamboanga City, Philippines

Course: **CAREGIVING** Inclusive Dates: October 2015 to March 2016

School: **NATIONAL COMPETENCY II –** Technical Education and Skills Development Authority (TESDA)

**KEY STRENGTHS**

* Over 3 year’s hands-on experience in administrative section.
* Hardworking, motivated, goal oriented and positive thinker.
* Demonstrated ability to meet or exceed planned targets.
* Computer: Email, Internet Browser, MS Word, Excel, PowerPoint.
* Active team leader and team member.
* Multi-tasking abilities
* Bilingual: English and Filipino

**SKILLS**

* Communication and reporting
* Case management and case planning
* Strong facilitation skills
* Time management
* Multiple priorities handling
* Client relationship building
* Telephone etiquette
* Sports oriented
* Coach and trainer
* Community organizer
* Complaint handling
* Professionalism
* Basic accounting

**EXPERIENCE**

**CORAZON C. AQUINO HOSPITAL**

Dipolog City, Philippines

August 2015 to April 2016

**Social Worker**

* Officer in Charge
* Executed administrative and managerial duties.
* Assisted and refereed patients to different government and non-government agencies for medical and financial assistance.
* Represented the Medical Social Service Department in case conferences.
* Facilitated and assisted clients/patient needs and problem.
* Proposed institutional programs and policies for the improvement of the hospital services.
* Deals with different clientele groups.
* Handling office staff.

**CITY SOCIAL WELFARE DEVELOPMENT OFFICE**

Dipolog City, Philippines

August 2014 to July 2015

**Social Worker**

* Head of Office
* Executed administrative and managerial task.
* Planned and executed project proposals.
* Case management and case planning.
* Organized and facilitated programs and activities.
* Assisted and responded to client needs and problem in professional manner.
* Handled and deals with different clientele groups.
* Maintained and established harmonious client worker relationship.

**ULTIMATE COLLEGIATE LEAGUE (UCL)**

Siliman Ballfield, Dumaguete City, Philippines

April 6, 2015 to April 8, 2015 (national event)

**Trainer and Coach**

* Conducted a holistic approach like team-building activities to strengthen coach-players relationship, player to co-player relationship.
* Trained players for endurance, agility, speed, strength with different kind of drills.
* Worked as coach during the tournament.
* Trained in giving first aids during emergencies as Caregiver NC II Hoder.

**CERTIFICATES**

**Youth Leadership Training – Certificate of Participation**

October 3-4, 2012 Zamboanga City, Philippines

**Personal Leadership Development Program - Certification of Completion**

RAFI-KAC Adventure Education Center, Cansomoroy, Balamban, Cebu, Philippines

April 13 to 15, 2015

**Certificate of Employment - Human Resource Management Division**

August 2014 to April 2016 Dipolog City, Zamboanga Del Norte, Philippines

**Certificate of Employment - City Social Welfare Development Office**

August 2014 to July 2015 Dipolog City, Zamboanga Del Norte, Philippines

**Caregiving - National Competency II - Technical Education and Skills Development Authority (TESDA)**

March 17, 2016

**Job Seeker First Name / CV No: 1715064**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 