**SARAH**

[**SARAH.324142@2freemail.com**](mailto:SARAH.324142@2freemail.com)

**AIMS & OBJECTIVES**

To find a challenging position to meet my competencies, skills and education. I am

enthusiastic and adapt very quickly in any environment. I am a fast learner and always strive to be a team player to grow personally and professionally. I relate well to people of all age groups and cultures and I am eager to further my career where there is opportunity for growth.

**WORKING EXPERIENCE:**

**EHS LENS PHILIPPINES, INC.**

**General Affairs Staff, Administrator**

Batangas, Phillipines

May 2, 2016- June 30, 2016

**OPTIMAL LABORATORIES, INC.**

**Laboratory Encoder**

Lipa City, Phillipines

September 23, 2015- January 15, 2016

**TAIHAN PRECISION TECHNOLOGY (PHILS.)CO., INC.**

**General Affairs - Purchasing Staff, Administrator**

Batangas, Phillipines

December 3, 2014 – May 15, 2015

**HELPING HAND DEVELOPMENT COOPERATIVE**

**Membership Affairs - HR Recruitment Staff Administrator**

Batangas, Phillipines

May 12, 2014 – October 13, 2014

**CRESTEC PHILIPPINES**

**Office Staff - Administrator**

Laguna, Philippines  
January 28, 2014 – May 7, 2014

**STAR APPLIANCE CENTER, INC.**

**Counter Assistant**

Lipa City, Phillipines

November 2012 – April 2013

**SEMINARS / TRAININGSATTENDED**

**The 3rd Strategic Recruitment and Talent Selection Summit**

The Pan Pacific Hotel

Malate, Manila, Philippines

May 29- 30, 2014

**ON THE JOB TRAINING**

**-Industrial Setting**

**PLDT – Batangas**

Batangas City, Phillipines

March – May 2012

**-Clinical Setting**

**Cavite Center for Mental Health**

TreceMartires, Cavite, Phillipines

November 2011 – February 2012

**Understanding the Process of Psychological Assessment: Basic Interviewing,**

**Test Interpretation and Report Writing Skills**

Cavite Center for Mental Health

TreceMartires, Cavite, Phillipines

December 8, 2011

**3rd ICCS International Program on Psychological Communication**

University of the Philippines

Diliman, Quezon City, Phillipines

February 26, 2011

**Psychotherapy with Essentials of Assessment and Evaluation of Personality**

Cavite Center for Mental Health

TreceMartires, Cavite, Phillipines

January 28, 2011

**AFFILIATIONS**

Member

2008 – 2012

Alliance of Future Psychologists

Batangas State University – JPLPC Campus

Malvar, Batangas, Phillipines

**EDUCATIONAL BACKGROUND**

**Tertiary**: BATANGAS STATE UNIVERSITY–Malvar Campus

Poblacion, Malvar ,Batangas

Bachelor of Science in Psychology

Malvar, Batangas, Phillipines

**Secondary**: Anilao National High School

Anilao, Lipa City, Batangas, Phillipines

Class of 2008

Achiever

**Primary**: Pagolingin Elementary School

Pagolingin East, Lipa City, Phillipines

Class of 2004