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**Ma. Veronica**

**Veronica.331698@2freemail.com**

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**WORK OBJECTIVE**

To be associated with an organization that values hard work and performance while utilizing all my skills and knowledge gained through education, and share the vision of the organization to grow within the field of psychology.

**WORK EXPERIENCE**

**Metro Jobs & Payment Solutions, Inc.**

Quezon City, Philippines

On-the-Job Training – Industrial Setting

January 2015

* Scheduling job interviews and assisting in interview process
* Ensuring background and reference checks are completed
* Preparing new employee files
* Orienting new employees to the organization
* Encoding and updating of employee information and status-change data
* Provides payroll information by collecting time and attendance records

**Clinic of the Holy Spirit**

Quezon City, Philippines

On-the-Job Training – Clinical Setting

December 2014

* Administering psychological tests to patients
* Case analysis/report

**Cubao Elementary School**

Quezon City, Philippines

On-the-Job Training – Educational Setting

November 2014

* Sorting and filing students’ documents
* Observing and assisting in Guidance and Counseling sessions
* Daily written report of elementary students’ behavior in class
* Assisting in Special Education (SPED) program for students

**KEY SKILLS**

* Keen with organization and planning
* Proficient in task prioritizing and situation handling, with close attention to detail
* High efficient in written and verbal communication
* Microsoft office and internet literate
* Excellence in interaction with clients

**EDUCATION**

**Bachelor of Science in Psychology**

Centro Escolar University

Manila, Philippines

2011 – 2016

**Secondary**

United International Private School

Dubai, U. A. E.

2005 – 2009

**Bachelor of Science in Pharmacy**

Centro Escolar University

Manila, Philippines

2009 – 2010

**TRAININGS AND SEMINARS**

* Job Hunting Seminar

Centro Escolar University, Manila

October 16, 2014

* Group Dynamics

Capuchin Retreat Center, Batangas

January 15, 2014

* Workshop on Basic Communication Skills in Psychology

Far Eastern University, Manila

January 19, 2013

* 26th Annual Convention of the Psychological Association of the Philippines Junior Affiliates (PAPJA)

MOA – SMX Convention Center, Pasay

January 18, 2013

* Field Immersion: Advocate of Mental Peace

Elsie Gatches Village, National Center for Mental Health, and Sanctuary Welfare Ville

January 16, 2013

*I hereby attest that the above information is true and correct to the best of my knowledge and belief.*