**Mherie Claire**

E-mail: [Claire.344447@2freemail.com](mailto:Claire.344447@2freemail.com)

Date of Birth: March 17, 1993

Age: 23 y/old

Height: 5’3’’

Civil Status: Single

C/o-Contact No.+971505891826

Visa Status: Employment Visa

**PROFILE SUMMARY**

I’m a graduate of BS Psychology, diverse experience in different work settings. I have good interpersonal skills. Proven flexible and can work under pressure but still committed to quality and excellent results. I am dedicated and patient in working with details. I can make decisions independently but still open minded to welcome new ideas.

**WORK EXPERIENCES**

* **Liberty Recruitment (Admin Staff)**

**April 2015 - Present**

**Defense Road, Abu dhabi**

**Duties & Responsibilities –** keep record of files (soft copy (excel sheet)& hard copy), updating information in our system (NODE SYSTEM), answering emails – dealing with local and international partner agencies; and phone calls (provide customer service, includes marketing, updates for their manpower supply).

* **The Lord God of Host Int.Ministry (Youth pastor/children teacher)**

**Masambong, Quezon City - Philippines**

**May 2014 - December 2014**

**Duties & Responsibilities** – to teach bible stories, prepare children activities (art, dancing, quizzes, singing), prepare schedules for weekly Sunday service/church activities

* **St. Magdalene Clinic (Assistant Psychologist Reliever)**

**20th Street Cubao - Philippines**

**May 2014 - July 2014**

**Duties & Responsibilities:** Encoding of clients registration codes and personal information on log book and excel, administering I.Q (Pearson) and Personality test (DAPT), conduct assessment interviews, run through of personal information working experience and emotional stability.

* **SPI Global (ISO Cert) (Recruitment Dept. Staff)**

**Mandaluyong, Philippines**

**February – March 2014**

**Duties & Responsibilities:** Work with registration of applicants and distribute fill in the blanks CV. Do initial interviews for non-experience/student/fresh graduate applicants, administer test (this are, speed testing and listening skills test), encode all the applicants personal information and application results if passed or failed, do outbound call, arranging of files.

* **Clinic of the Holy Spirit**

**January 2014**

**Cubao, Philippines**

**Duties & Responsibilities:** Intervention with patients, facilitate therapeutic activities (games, art, music), Charting

* **Colegio de San Juan de Letran**

**November-December 2013**

**Intramuros, Manila**

**Duties & Responsibilities:** To conduct career counseling and exit interviews to graduating high-

school students, conduct mock interviews for graduating college students, help changing the

bulletin board, facilitate learning style inventory.

**SKILLS/HOBBIES**

Communication Skills: Oral and written (English and Filipino)

Computer Literate (MS Word, Powerpoint, Excel)

Singing/Playing musical instrument (piano/guitar)

Sketching

Playing badminton/basketball

**SPECIAL AWARDS/CERTIFICATES:**

***Second Place – Search for the Best in Undergraduate Research*** February 24, 2014

Science Category

Recipient of CEU Singers Grant 2013-2014

Certificate of Recognition for Sci – Tech Cheerdance Team 2010

**EDUCATION**

**School**  **Year**

BS Psychology Centro Escolar University – Manila 2010-2014

**REFERENCES AVAILABLE UPON REQUEST.**