**APRIL**

**APRIL.347231@2freemail.com**

**CHARACTER PROFILE:**

Highly motivated, resourceful, and responsible .Adaptable and fast learner who easily adjust to a new and changing conditions. Handles well in any challenging jobs and cultural pressures. Capable of surpassing problems, works independently or in a team and an absolute value-based, hard-working individual.

**OBJECTIVE:**

To obtain a position that suits my qualification in an institution that can utilize my educational background, professional experience and allow development of my abilities to the fullest potential.

**EDUCATION:**

Master : Masters in Guidance and Counseling

Cebu Normal University

Units Earned: 18

College : Bachelor of Science in Social Work

Mindanao State University- Main Campus

**WORK EXPERIENCES:**

1. **Project Development Officer-II (March 19, 2012- December 31, 2016)**

Department of Social Welfare and Development (DSWD)

**Duties**:

* Facilitate conduct of supply side assessment in coordination with focal persons of partner agencies and the LGU
* Facilitate conduct of community assembly in collaboration with the LGU and other partner agencies
* Facilitate the conduct of Family Development Session with the LGU links and parent leaders as organizers and with key stakeholders as resource persons.
* Facilitate review and monitor submission of Updates Forms through the LGU links and parent leaders
* Facilitate and monitor cash grants release
* Profiling of beneficiaries/ parent leaders and LGU links trained
* Facilitate/ Promote conduct of community development activities in coordination with the MSWDO and other key stakeholders
* Serve as secretariat to the Municipal Advisory Committee Meetings
* Conduct Individual Household Assessment using the Social Welfare Indicator (SWI) tool every after six months
* Conduct Case Review and Case Management
* Obtain and prepares social case histories, summaries, other related documents
* Give lectures on children’s laws and topics related to management of children
* Conducts individual and group counseling and other activities to the beneficiaries
* Conducts home visitation to beneficiaries especially to those non-compliant or problematic.
* Prepare Monthly/Bi-Monthly/Quarterly/Annual Accomplishment Report
1. **Executive Secretary to the Local Chief Executive (January 2010-March 12, 2012)**

Local Government Unit- Prosperidad, Agusan del Sur

 **Duties:**

 **Provide Administrative and Secretarial Support to the LCE**

* Provide Administrative and secretarial support to the Local Chief Executive (LCE)
* Prioritize and ensure that reports, business papers and correspondence are dealt with efficiently and promptly
* Maintain diary of LCE and organize his travel and other related arrangements
* Filing, preparation, collation and distribution of supportive documentation, notes and correspondence
* Screen telephone calls
* Advice the LCE of matters, requiring personal attention, with associated deadlines, preparing relevant documentation
* Deal with matters requiring attention, or refer them to the appropriate person in the absence of LCE

**Provide Administrative and Clerical Support to the Meetings**

* Take notes or minutes of various Boards, Board Committee, stakeholders and other meetings when required
* Check agenda and supportive documents and notes
* Check details in all paperwork working with others as necessary
* Identify and take any follow up action arising from the notes that are required

**General Administrative Assistance**

* Assist in the maintenance of documentation of the office policy and procedures manual
* Ensure timely submission of reports and presentations and provide effective support to services for achieving organizational and administrative vision
* Maintain high service standards and exercise quality control in all areas of operations and raise systems to peak performance levels through creative and hands-on leadership
* Provides administrative support other staff members as required
* Handle petty cash along with general accounting operations and design to maximize operations

**Correspondence and Communication**

* Deals with correspondence addressed to the LCE
* Assists with letters and presentations for LCE
* Manage communication to LCE by screening calls, letters and emails. Determine which require priority and bring to LCE attention

**Special Skills:**

* Well experienced with MS Application (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook)
* Well exposed in Presenting Data

**PERSONAL DATA**

Age : 29 years old

Legal Status : Single

Citizenship : Filipino

Religion : Roman Catholic

Birthdate : April 29, 1987

Height : 4’11”

Weight : 47 kg

**I hereby certify that the above information is true to the best of my knowledge.**