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**EDNA**

[**EDNA.352786@2freemail.com**](mailto:EDNA.352786@2freemail.com)

**OBJECTIVES:** To have a career that are both challenging and fulfilling.

**WORK EXPERIENCE:**

***AMERICAN UNIVERSITY OF RAS AL KHAIMAH***

Sheikh Saqr Bin Khalid Road, Al Burairat, RAK, UAE

aurak.ac.ae

**Registrar Assistant –** March 4, 2015 to March 15, 2017

***POSITION SUMMARY***

* Administer registration in order to offer a high level of care and customer service
* Keep students records up to date by processing student status changes in a timely manner
* Prepare the students letters needed for external parties
* Ensure the student’s files and records are well kept in their places safely and confidentiality
* Data entry check up for all new enrolled students on Campus Vue System
* Perform day to day administrative duties associated with students, faculties and staffs
* Handle all mailing and achieving work associated with Registration Office
* Report any problems on Campus Vue to the IT Department and the system consultants
* Performs general office duties, such as ordering supplies, composing and typing correspondence, answering phone and making appointments
* Receive and process documentation such as grade reports, academic transcripts, honor list, probation and suspension lists, transfer work and courses changes
* Respond to Schools of Business, Engineering and Arts & Sciences (scheduling/ information/ reports., etc.)
* Respond proactively to students/ parents issues and concerns.

***AMA COMPUTER COLLEGE, INC.***

#123 Gen. Malvar St., Davao City

**School Registrar (Prep School, Grade School, High School, Medical programs and College Level)** - from Sept. 01, 2007 – February 28, 2015

***POSITION OBJECTTIVE***

The School Registrar manages the enrolment process for local and international students at all entry levels to ensure that the enrolment of students of both genders from all social, racial and religious backgrounds is conducted with care and empathy and within an acceptable timeframe.

The School Registrar has direct contact with the general public, staff and international students and maintains contact with a network of education organizations, agents and government bodies.

The School Registrar understands and complies with the College’s strategic intent and with the goal/s and key activity/activities as articulated for this position’s team or area of work.

***POSITION SUMMARY***

* Manage the enrollment process for local and international students.
* Engage key stakeholders re changes to student enrollment & entry processes
* Respond to local and international enrollment queries
* Maintain Bureau of Immigration (BI), TESDA, DepEd and CHED codes and related policy
* Represent AMACC College at professional forums (eg. ARSCU, APSCUR, COCOPEA & PACUCOA) and exhibitions
* Responsible for records management in accordance with registration and to ensure compliance.
* Provide accurate enrollment documentation and records
* Contribute to the development of Marketing Activities - Promotes various courses offered through a scheduled Career Guidance Orientation conducted in both Private and Public Secondary Schools.
* Co-ordinate reporting to Bureau of Immigration, TESDA, DepEd and CHED.
* Work with the Director of International Students to develop and maintain reciprocal exchange programs with sister schools

***DUTIES***

The School Registrar manages the enrollment process for both local and international students, Coordinates with Government Agencies and Officials for immediate approval of permits for newly-offered courses, government departments and education organizations to ensure that students are placed to their best advantage. The School Registrar ensures that the local and international student documentation and processes are compliant with the legislative requirements of the TESDA, DepEd and CHED and Bureau of Immigration for visa requirements as they occur.

***AMA COMPUTER LEARNING CENTER (Vocational Courses)***

2nd & 3rd floor Abecar Bldg., R. Magsaysay Ave., Davao City

**Branch Registrar**, from Oct. 02, 2000 – August 30, 2007

Job Functions and Highlights:

* Attends to prompts compliance of request for records of students and other information.
* Prepares certification, grades, records, and releases transfer credentials, clearance, ID, Diploma and other registrar’s prescribed forms.
* Entertains inquiries from parents, students and other visitors regarding student’s academic records, grade problems, schedules and other student personal data information or others that need verification.
* Recommends for equipment purchases and supplies requisitions as needed by the department/office.
* **Marketing Activities** - Promotes various courses offered through a scheduled Career Guidance Orientation conducted in both Private and Public Secondary Schools
* Prepare and manage correspondence, reports and documents

***AGDAO MARKET VENDORS MULTI-PURPOSE COOPERATIVE***

2nd floor Tadura Bldg., Agdao, Davao City

**General Clerk**, from February, 1998 – February, 2000

Job Functions and Highlights:

* Checks and verifies loans folders of member
* Records loans availed to its individual folders
* Update records as often as necessary
* Property Custodian
* Cashier
* Collector

**EDUCATIONAL BACKGROUND:**

* **POST Master of Business Administration (MBA)**

**GRADUATE** AGUSAN INSTITUTE OF TECHNOLOGY

Butuan City, Philippines

SY 2015 - 2016

**⮞ COLLEGE** Bachelor of Science in Commerce

Major in Banking & Finance

HOLY CROSS OF DAVAO COLLEGE

Sta. Ana Avenue, Davao City

April, 1998

**⮞ HIGH SCHOOL** ASSUMPTION SCHOOL OF DAVAO

J.P. Cabaguio Avenue, Davao City

March, 1994

**⮞ ELEMENTARY** SAN JUAN ELEMENTARY SCHOOL

R. Castillo St., Davao City

March, 1990

**SEMINARS / TRAININGS ATTENDED:**

* **REGISTRAR’S CONFERENCE**

ASSOCIATIONS OF REGISTRARS OF SCHOOLS COLLEGES AND UNIVERSITIES TECHNICAL VOCATIONAL TRAINING INSTITUTIONS REGION XI

Sponsor: ARSCU-TVTI, XI

February 17-18, 2014

* **CHED XI CONFERENCE WITH REGSITRAR & MIS STAFF**

July 30, 2013

* **REGIONAL ORIENTATION FOR EDUCATION SERVICE CONTRACTING & TEACHER’S SALARY SUBSIDY FOR SY 2012-2013**

April 23, 2013

* **REGISTRAR’S CONFERENCE**

ASSOCIATIONS OF REGISTRARS OF SCHOOLS COLLEGES AND UNIVERSITIES TECHNICAL VOCATIONAL TRAINING INSTITUTIONS REGION XI

Sponsor: ARSCU-TVTI, XI

February 20-21, 2013

* **CONFERENCEFOR PRIVATE SCHOOLS ADMINISTRATORS AND REGISTRARS**

Sponsor: DEPARTMENT OF EDUCATION

February 20, 2012

* **THIRD REGIONAL GENERAL ASSEMBLY OF SCHOOL ADMINSTRATORS**

Sponsor: PRIVATE SECONDARY SCHOOLS ADMINISTRATORS ASSOCIATION OF THE PHILIPPINES – REGION XI

February 3, 2012

* **REGISTRAR’S CONFERENCE**

ASSOCIATIONS OF REGISTRARS OF SCHOOLS COLLEGES AND UNIVERSITIES TECHNICAL VOCATIONAL TRAINING INSTITUTIONS REGION XI

Sponsor: ARSCU-TVTI, XI

February 15-16, 2012

* **ONE-DAY ORIENTATION SEMINAR**

2010 Revised Manual of Regulations for Private Schools in Basic Education

Sponsor: Department of Education / DACS

June 30, 2011

* **REGISTRAR'S CONFERENCE**

PATERNOS RESTAURANT, ROXAS BOULEVARD, DAVAO CITY

Sponsor: TESDA – Technical Education and Skills Development Authority

March 25, 2011

* **REGISTRAR’S CONFERENCE**

ASSOCIATIONS OF REGISTRARS OF SCHOOLS COLLEGES AND UNIVERSITIES TECHNICAL VOCATIONAL TRAINING INSTITUTIONS REGION XI

Sponsor: ARSCU-TVTI, XI

February 16-17, 2011

* **PRODUCTIVITY AND QUALITY IN PRIVATE SCHOOLS:**

DAVAO ASSOCIATION OF COLLEGES & SCHOOLS, INC.

COORDINATING COUNCIL FOR PRIVATE EDUCATION ASSOICATIONS- REGION XII (COCOPEA)

AUGUST 13-14, 2009

* **SCHOOL IMPROVEMENT PLANNING**

DAVAO ASSOCIATION OF COLLEGES & SCHOOLS, INC.

COORDINATING COUNCIL FOR PRIVATE EDUCATION ASSOICATIONS- REGION XII (COCOPEA)

DACS SEMINAR CENTER

JUNE 2-4, 2010

* **THE COORDINATING COUNCIL OF PRIVATE EDUCATION ASSOCIATIONS (COCOPEA)- REGION XI**

BROKEN SHIRE COLLEGE, DAVAO CITY

Sponsor: COCOPEA/DACS

February 18-19, 2010

* **REGISTRAR’S CONFERENCE**

ASSOCIATIONS OF REGISTRARS OF SCHOOLS COLLEGES AND UNIVERSITIES TECHNICAL VOCATIONAL TRAINING INSTITUTIONS REGION XI

Sponsor: ARSCU-TVTI, XI

February 17-18, 2010

* **REGISTRAR’S CONFERENCE**

SOCIAL HALL, UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Sponsor: CHED – Commission on Higher Education

August 13, 2009

* **THE COORDINATING COUNCIL OF PRIVATE EDUCATION ASSOCIATIONS (COCOPEA)- REGION XI**

BROKEN SHIRE COLLEGE, DAVAO CITY

Sponsor: COCOPEA

August 13 &14 2009

* **EDUCATION SERVICE CONTRATING & VOUCHER SYSTEM CONTRATING ORIENTATION**

GRAND MEN SENG HOTEL PITCHON ST., DAVAO CITY

Sponsor: DACS

July 2 & 3, 2009

* **EDUCATORS’ AND CORPORATE FRONTLINERS’ PUBLIC SPEAKING AND ORIENTATION OF CORPORATE POLICIES**

AUDIO VISUAL ROOM

Sponsor: AMA COMPUTER COLLEGE, INC.

June 11, 2009

* **ASSOCIATION OF RESGITRARS OF SCHOOLS COLLEGES AND UNIVERSITIES, INC. (ARSCU XI)**

BROKENSHIRE RESORT CONVENTION CENTER, DAVAO CITY

Sponsor: ARSCU XI

February 26 & 27, 2009

* **CONFERENCE WITH REGISTRARS, LIASON OFFICERS, FINANCE OFFICERS, & SCHOLARSHIP COORDINATORS**

USP-SOCIAL HALL, OBRERO, DAVAO CITY

Sponsor: CHED – Commission on Higher Education

July 22, 2008

* **COORDINATING COUNCIL OF PRIVATE EDUCATION ASSOCIATIONS - REGION XI**

REGENCY INN, VILLA-ABRILLE ST., DAVAO CITY

Sponsor: COCOPEA

July 18, 2008

* **PUBLIC HEARING CUM ORIENTATION FOR MINDANAO SCHOOL REGISTRARS ON THE NEW ELECTRONICS, VERIFICATION AND CERTIFICATION SYSTEM (EVCS)**

GRAND CAPRICE RESTAURANT, LIM KET KAI CENTER, CAGAYAN DE ORO CITY

Sponsor: CHED – Commission on Higher Education

July 11, 2008

* **CHED CONFERENCE WITH THE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION XI**

GRAND REGAL HOTEL, LANANG, DAVAO CITY

Sponsor: CHED – Commission on Higher Education

July 03, 2008

* **FRONTLINERS DEVELOPMENT PROGRAM & RE-ORIENTATION OF CORPORATE POLICIES**

#123 GEN MALVAR ST., DAVAO CITY

Sponsor: AMA Computer College, Inc.

June 2 & 3, 2008

* **TESDA MEETING REGARDING PC OPERATIONS SCHOLARSHIP**

RTC, KPVTC DAVAO, BUHISAN, TIBUNGCO, DAVAO CITY

Sponsor: TESDA – Technical Education and Skills Development Authority

April 28, 2008

* **REGISTRAR'S CONFERENCE**

PATERNOS RESTAURANT, ROXAS BOULEVARD, DAVAO CITY

Sponsor: TESDA – Technical Education and Skills Development Authority

June 04, 2007

* **TVET ADMINISTRATORS CONFERENCE**

PATERNOS RESTAURANT, ROXAS BOULEVARD, DAVAO CITY

Sponsor: TESDA – Technical Education and Skills Development Authority

July 22, 2005

* **THE ASSOCIATION OF RESGITRARS OF SCHOOLS COLLEGES AND UNIVERSITIES, INC. (ARSCU)**

GARDEN OASES RESTAURANT, PORRAS ST., BO. OBRERO, DAVAO CITY

Sponsor: ARSCU

February 17 & 18, 2005

* **DAVAO CITY/SUR TVIS REGISTRARS CONFERENCE**

GREEN HEIGHTS BUSINESS & CONVENTION CENTER DIVERSION ROAD BUHANGIN DAVAO CITY

Sponsor: TESDA – Technical Education and Skills Development Authority

May 15, 2002

* **ORIENTATION-WORKSHOP ON UTPRAS OMNIBUS AMENDATORY GUIDELINES**

GREEN HEIGHTS BUSINESS & CONVENTION CENTER DIVERSION ROAD BUHANGIN DAVAO CITY

Sponsor: TESDA – Technical Education and Skills Development Authority

December 19, 2000

**SKILLS:** Proficient in MS Office Application.Windows flat forms like Windows XP, Vista, Windows 98 and Oracle (PSCS Portal). Computer basic concepts and installation, work around on Microsoft office application from Word, Excel & PowerPoint. Can type 40 wpm. Arithmetic programming sheet on Excel.

**PERSONAL INFORMATION:**

Age : 39 years old

Date of Birth : May 14, 1977

Place of Birth : Davao City, Philippines

Gender : Female

Civil Status : Married

Height : 5’4 inches tall

Weight : 58 kls.

Citizenship : Filipino

Religion : Roman Catholic