**RENELYN**

**RENELYN.360338@2freemail.com**

**RESUME**

**OBJECTIVE:** To contribute my service-oriented knowledge and skills effectively for the benefit of the Company and to establish and enhance my professional growth.

**PERSONAL INFORMATION**:

Gender: Female

Height: 4’11”

Weight: 50 kgs.

Status: Married

Citizenship: Filipino

Date of Birth: September 23, 1978

Place of Birth: Dupax Del Sur, Nueva Vizcaya

**EDUCATIONAL ATTAINMENT:**

*ELEMENTARY:*  **Bayombong South Elementary School –** March 1991

 Brgy.Salvacion, Bayombong, Nueva Vizcaya

*SECONDARY:*  **Saint Mary’s University High School –** March 1995

 Bayombong, Nueva Vizcaya

*TERTIARY:*  **Bachelor of Science in Commerce –** April 2002

*Major in Banking and Finance*

Saint Mary’s University, Bayombong, NuevaVizcaya

**Units in Professional Education**

Secondary Education **-**October 2008

 Nueva Vizcaya State University

 Bayombong, Nueva Vizcaya

*CRASH COURSE/* **Basic Computer Course –** June 2003 to November 2003

*TECHNICAL COURSE:*  Nueva Vizcaya State Institute of Technology

 Bayombong, Nueva Vizcaya

 **National Certificate II on Health Care Services**

October 2009PGMA-TESDA Scholar

 First Gateway Training Center, Inc.

 Bayombong, Nueva Vizcaya

*GRADUATE COURSE:*  **Units in Master in Public Administration –** on going

 Major in Government Management

 Nueva Vizcaya State University,

Bayombong, Nueva Vizcaya

***ELIGIBILITY*:**  **Career Service Sub-Professional –** October 1997

 NVGCHS, Bayombong, Nueva Vizcaya

 **Barangay Official Eligibility-**November 22, 2016

CSC RO2-Tuguegarao City

**SEMINARS/WORKSHOP/FORUM/TRAINING COURSE ATTENDED:**

February 16, 2017 Public Forum on Federalism and Local Governance

 NVSU-CBE/ UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY

April 25-27, 2016 Coaches’ Training on Enhancing Civil Society Organizations Participation in Bottom-Up Budgeting -Mandaluyong City

March 8-9, 2015 Trainers Training on CSO Monitoring and Evaluation for Bottom-Up Budgeting Projects – Baguio City

December 7-9, 2012 Community Based Disaster Risk Reduction and Management Training-Baguio City

October 4-5, 2012 National Conference on” Exploring the Governance Agenda: Dimensions and Dynamics of Public Sector Reform” – Cebu City

December 10, 2011 Training on the Use of Appropriate Methodologies for Social Research

March 15, 2011 1st PSPA Regional Conference on Youth and State of Local Governance Vigan City, Ilocos Sur

July 7-9, 2010 Seminar-Workshop on Climate Change Adaptation and Disaster Risk Reduction and Management for Barangay Officials - Baguio City

October 8-10, 2008 Seminar-Workshop on the Operations and Accounting for Barangay

 Bayombong, Nueva Vizcaya

February 11, 2008 Barangay Solid Waste Management Orientation and Action Planning

 Bayombong, Nueva Vizcaya

May 16-18, 2007 Seminar-Workshop on Systems and Procedures on the Management of Barangay Fiscals and Property - Olongapo City

March 8-10, 2007 Leadership Lab Workshop Segment II

Citizen Led, Citizen-Responsive, and Citizen Owned Governance through Bridging Leadership – Bayombong, Nueva Vizcaya

December 14-16, 2006 Luzon Barangays Eco-Waste Management and Alternative Technology Workshop – Baguio City

August 15-17, 2006 Municipal Solid Waste Management Enforcement Training

 Bayombong, Nueva Vizcaya

February 14-16, 2006 Barangay Councilors League of the Philippines Legislative Enhancement Program – Baguio City

June 16, 2006 Municipal Orientation/Conference on Anti-Violence Against Women and their Children Act of 2004 – Bayombong, Nueva Vizcaya

September 3, 2003 Seminar Workshop on Building the Future by Strengthening Our Research Capability – Bayombong, Nueva Vizcaya

March 21-25, 2003 Integrated Reproductive Health (IRH) Training for BHW’s

 Baguio City

November 27, 2002 Orientation Course on Barangay Governance and Development Program

 Bayombong, Nueva Vizcaya

February 9, 2002 Seminar on Portfolio Investment – Bayombong, Nueva Vizcaya

October 9-10, 1997 Barangay Fiscal and Property Management –

Bayombong, Nueva Vizcaya

September 29- Barangay Administration Training Program for Barangay Officials

October 1, 1997 Bayombong, Nueva Vizcaya

September 7-8, 1996 Skills Training for SangguniangKabataan Officials

 Bayombong, Nueva Vizcaya

**WORK EXPERIENCES:**

 ADMINISTRATIVE AIDE (JOB ORDER) August 15, 2016-June 30, 2017

 Nueva Vizcaya State University

 Bayombong, Nueva Vizcaya

COMMUNITY MOBILIZER October 1, 2014-June 30, 2016

DILG- Province of Isabela

 RE-ELECTED BARANGAY KAGAWAD December 2010-November 2013

 RE-ELECTED BARANGAY KAGAWAD December 2007-November 2010

 ELECTED BARANGAY KAGAWAD September 2002-November2007

 APPOINTED SK CHAIRMAN June 1997-August 2002

 ELECTED SK KAGAWAD June 1996-May 1997

 Barangay Salvacion, Bayombong,

Nueva Vizcaya

**REPSONSIBILITIES:**

* Good public/human relations: empowerment and good communication skills building rapport to colleagues and stakeholders or clienteles
* Proficient in Computer works, such as Microsoft Word, Outlook, Power point, Excel and able to do reports and presentation.
* Community and Event Organizer: arrange events and other administrative functions
* Frontline / Clerical/ Administrative and Financial Service: responsible in general, financial and public administration Providing both clerical and administrative support
* Record Keeper/Secretarial: Maintain and keeps records on file, disseminate information, and facilitate intra and interpersonal communications.
* Project supervisor: planning, budgeting, implementation, monitoring and evaluation
* Willingness to learn and adapt learningand theAbility to maintain confidentiality and multi-tasking skills related to the work.

I hereby certify that I accomplished with complete, true and correct statement.