**MELVIN, MAEd, RGC**

*Melvin.381658@2freemail.com*

**OBJECTIVES :**

To be able to work and be part of your institution that would further enhance the knowledge and the discipline built in me and opportunity to learn and handle new things and task.

**PERSONAL BACKGROUND :**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | December 17, 1989 |
| Place of Birth | : | Manila |
| Height | : | 5’3” |
| Weight | : | 125 lbs |
| Religion | : | Roman Catholic |
| Citizenship | : | Filipino |
| Civil Status | : | Single |
| Languages | : | English, Spanish, Tagalog |

**EDUCATIONAL BACKGROUND :**

Master’s :

**St. Joseph’s College of Quezon City**

295 E. Rodriguez Sr. Blvd. Quezon City

**MAED in Guidance and Counseling**

Tertiary :

**Universidad de Manila** Arroceros St. Mehan Gardens, Manila ***Bachelors of Science Psychology***



**WORKING EXPERIENCE:**

**Guidance Counselor/ Student Affairs Coordinator, Pre-Elem. & Elementary Department Teaching Moral Education to Grade 8 and 10** Guidance and Counseling; and SEND Department United International Private School (UIPS) Dubai, United Arab Emirates January 2018 – Jun 2018

**Duties and Responsibilities**

* Assists the Head in the implementation of the different guidance services:
	+ Directs investigation of disciplinary cases and recommends penalties in accordance with Student’s

Handbook and school policies;

* + Arranges meetings with parents and written reports on the children’s progress**;**
	+ Recommends meetings with parents as the need arises to facilitate flow of communication between home and school.

**Guidance Counselor**

Guidance and Counseling Center

University of the East Ramon Magsaysay MMCI.

2nd Floor, 64 Aurora Blvd, Quezon City

July 7, 2014 – January 31, 2018

**Office of Student Affairs Staff**

Office of Student Affairs/ SPS

Technological Institute of the Philippines

2nd Floor, 1338 Arlegui St., Quiapo, Manila

Nov. 25, 2013 – May 7, 2014

**Guidance Services Facilitator I**

Guidance and Counseling Center

Technological Institute of the Philippines

2nd Floor, 1338 Arlegui St., Quiapo, Manila

June 13, 2013 – Nov. 13, 2013

**Service Crew**

Jollibee Manila City Plaza

Jollibee Foods Corporation

3rd Floor, Manila City Plaza Building, Quiapo, Manila June 2009 - Dec. 2009

**AFFILIATION:**

**Philippine Guidance and Counseling Association (PGCA)**

* Licensed Regular Member

**Psychological Society of the Philippines, Dubai Chapter, United Arab Emirates (PSP)**

* Board Member

**SEMINARS ATTENDED :**

* **The Psychological Association of the Philippines Junior Affiliates (PAPJA)**

“Strengthening Psychology, Serving the Nation “

* **The Psychological Association of the Philippines Junior Affiliates (PAPJA)**

“12 Steps – A Spiritual Counseling Approach“

* **The Psychological Association of the Philippines Junior Affiliates (PAPJA)**

“Building Hope and Resilience“

* **The Psychological Association of the Philippines Junior Affiliates (PAPJA)** "Being Happy in Psychology: Life After your Bachelor’s Degree”
* **Technological Institute of the Philippines**

"Effective Public Speaking for Career Talk Speakers"

* **Technological Institute of the Philippines** "Time and Stress Management"
* **University of the East Ramon Magsaysay Memorial Medical Center Inc.** "Effective Business Writing"
* **Philippine Guidance and Counseling Association**

“Evidence-Based Counseling: Current Directions, Practices, and Challenges”

* **Philippine Guidance and Counseling Association**

“#PGCA: Counseling Practices for Global Competitiveness”

* **Child Early Intervention Medical Center, Dubai, United Arab Emirates**

“Autism and Best Practice in Early Intervention”

* **Curtin University**

“Beyond the Glass Ceiling: Inspiration and Strategies by Women of Wisdom”