

Ma. June [REDACTED]  
[REDACTED]  
[REDACTED]



## EDUCATION

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[REDACTED]  
*Bachelor of Elementary Education*  
*Major in General Curriculum*

- **Certificates :** Training for Inclusion in Education Program  
Girl Scout of the Philippines Training  
Bread and Pastry Production NC II  
Gawad Kalinga Volunteer

## WORK EXPERIENCE

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[REDACTED]  
*Data Entry Technician – 6 Years*

Hardworking team player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

[REDACTED]  
*Team Leader – 2 Years*

Facilitating operational workflows, promotes interdepartmental collaboration through solid teamwork. Demonstrated expertise in project and document management. Dedicated administrative professional with successful experience in fast-paced office settings.

[REDACTED]  
*Virtual Assistant | Social Media Manager – 3 Months*

Offers administrative support, schedules client meetings, tracking client's personal and business bills. Edit videos and photos and post it to client's social media.

## ACHIEVEMENTS

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Elected as Sangguniang Kabataan Chairman - 2010

Licensed Professional Teacher – 2017 / [REDACTED]

Awarded "Employee of the Quarter"

Awards: 2020 1<sup>st</sup> Quarter Highflyers

2019 3<sup>rd</sup> Quarter Highflyers

2019 2<sup>nd</sup> Quarter Highflyers

2019 1<sup>st</sup> Quarter Highflyers

## SKILLS and INTEREST

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Computer: Microsoft Office (Excel, Microsoft, Powerpoint, OneNote), Teams, Zoom, Outlook, Canva, Google mail, Google Chat, Google Calendar, Google meet

Skills: Video Editing, Email Management, Research, Social Media Management, Project Management, Scheduling, Documentation and control

Interest: Watching movies and series, Playing volleyball, Strolling to unwind