

Ma. June [REDACTED]
[REDACTED]



EDUCATION

[REDACTED]
Bachelor of Elementary Education
Major in General Curriculum

- **Certificates :** Training for Inclusion in Education Program
Girl Scout [REDACTED] Training
Bread and Pastry Production NC II
[REDACTED] Volunteer

WORK EXPERIENCE

[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

Elected as Sangguniang Kabataan Chairman - 2010

Licensed Professional Teacher – 2017 / [REDACTED]

Awarded "Employee of the Quarter"

Awards: 2020 1st Quarter Highflyers

2019 3rd Quarter Highflyers

2019 2nd Quarter Highflyers

2019 1st Quarter Highflyers

SKILLS and INTEREST

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