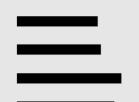


JUDITH S.





EDUCATION

PRIMARY

San Isidro, Pamplona, Camarines Sur 2004-20010

SECONDARY

San Isidro, Pamplona, Camarines Sur 2010-2014

COLLEGE

Sciences & Technology Bachelor of Secondary Education Major in Techology Livelihood and Education 2014-2019

RELEVANT SKILLS

- Problem Solving Abilities
- Excellent written and verbal communication skills
- Proficient in Microsoft
 Office (Word, PowerPoint and Excel)
- Skilled at learning new concepts quickly
- Highly organized and motivated

CAREER OBJECTIVE

Seeking an office assistant role that would allow me to grow as a professional and where I can use my skills to provide administrative and technical support for your team.

QUALIFICATIONS

Service-oriented professional with more than three years of experience working in government service under challenging environment. Key strengths include multitasking, and positive work attitude. Ready to help achieve in your company by performing duties, obligations, and responsibilities diligently.

PROFESSIONAL EXPERIENCE

STUDENT TEACHER

Camaligan, Camarines Sur January 2019-April 2019

SPECIAL PROGRAM OF EMPLOYMENT FOR STUDENTS

Poblacion, Pamplona, Camarines Sur 2014-2018 every summer

GOVERNMENT INTERNSHIP PROGRAM

October 2019-December 2019

HR STAFF

Human Resource Management Office

January 6, 2020-March 31, 2023

CERTIFICATES AND TRAININGS

"INTERNET MEDIA & INFORMATION LITERACY TRAINING"

Region V, Camarines Sur

"CAPABILITY BUILDING TRAINING FOR OFW HELP DESK OF OFFICERS, Adapting to New Normal in the Time of Pandemic"

egional Welfare Office V

REFERENCES

