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## Skills

- Project management/planning
- Legal writing
- Graphic design
- Knowledge of Philippine labour laws

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## Experience

### **JUNE 2013 TO PRESENT**

#### **Administrative Aide VI / DOST-Philippine Nuclear Research Institute**

Disseminates communications from different divisions and sections of the Institute; also drafts memoranda as required.

### **JUNE 2012- JUNE 2013**

#### **Science Aide / DOST-Philippine Nuclear Research Institute**

Disseminates communications from different divisions and sections of the Institute; also drafts memoranda as required.

**Major accomplishment:** Helped draft the first Letter of Agreement to be used as a contract in leasing Optically Stimulated Luminescence Dosimeter units to various clients all over the Philippines.

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## Education

### **University of the Philippines-School of Labor and Industrial Relations**

#### **Diploma in Industrial Relations**

[August 2019 to present; currently enrolled]

6 units earned; GWA:1.75

### **Far Eastern University-Diliman**

#### **Bachelor of Arts major in Legal Management**

- [June 2000 to May 2004]

**Practicum/Internship:** On the Job Training, Branch 215 of the Regional Trial Court of Quezon City, chambers of Judge Luisa Quijano-Padilla

**Duties of the On the Job Training:** Attend court hearings, assist court staff in monitoring the court calendar, assists in managing court filing system; also assisted in preparing summons for service.

**Skills learned:** The principles/fundamental of civil procedure and criminal procedure and its application in the courts, time management, filing management

**Grade obtained after on the job training:** 3.75

- **Electives Taken:**  
Human Behaviour in Organisations  
**Grade obtained:** 3.0  
  
Principles of Marketing  
**Grade obtained:** 2.0

NB: Grading system of Far Eastern University-Dlliman uses 4.0 as the highest grade being given, 0.5 as the lowest.

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## Activities

VOLUNTEER WORK:

### **Hotel Operations Committee, Bar Operations Committee, 2017**

[November 2017]

University of the East Manila  
Century Park Hotel, Manila

Assisted in providing Bar examinees their needs for the Bar Exam—facilitated in the distribution of Bar kits, reviewers, and other related matters.

### **PR and Social Media Director**

[March 2016 to present]

Friday Book Club

Assists the Director of the Friday Book Club in promoting the Club's activities via social media; runs and manages the blog/website of the Friday Book club, as well as its social media accounts.

### **Sunday School and Daily Vacation Church School Teacher**

[1996 to 2012]

Fairview Park United Methodist Church

Taught children between the ages of 5 to 13 about the Bible. Part of the teaching experience involved teaching songs, telling stories, preparing visual aids and materials for artwork.

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AFFILIATIONS/ORGANIZATIONS:

### **Portia Exclusive Sorority**

**Far Eastern University Institute of Law**

[2007 to present]

Member

### **Fairview Park United Methodist Youth Fellowship**

**Fairview Park United Methodist Church**

[1996-2007]

Secretary, Conference Year 2005-2006

President, Conference Year 2004-2005

Organisation Committee Head, Conference Year 2003-2004

