

**CHELSEA DIMPLES A. TIOPEs**

Brgy. 62-A Kadunggan Village, Sagkahan Tacloban City, Leyte  
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<b>Skills and Abilities</b>	<p>Technical</p> <ul style="list-style-type: none"><li>▪ Proficiency in Microsoft Office Programs</li><li>▪ Proficiency in Google Productivity Apps</li><li>▪ Proficiency in Online Conferencing Platforms</li><li>▪ Research</li></ul> <p>Organizational</p> <ul style="list-style-type: none"><li>▪ Proficiency in calendar, email, and records management</li><li>▪ Able to prioritize and organize task load</li><li>▪ Event Organizing</li></ul> <p>Interpersonal and Communication</p> <ul style="list-style-type: none"><li>▪ Effective verbal and written communication skills</li><li>▪ Highly collaborative but can work independently</li><li>▪ Active listener, shows empathy, and attentive</li><li>▪ Adaptability to dynamic work environment</li></ul> <p>Problem-Solving</p> <ul style="list-style-type: none"><li>▪ Handles pressure professionally</li><li>▪ Critical thinking skills</li></ul> <p>Additional</p> <ul style="list-style-type: none"><li>▪ Highly trainable</li><li>▪ Graphic Design using PowerPoint, Canva, and Adobe Sparkpost</li><li>▪ Basic video and photo editing</li></ul>
<b>Organization Experiences</b>	<p><i>Executive Secretary</i>, HallyUPi (A.Y. 2021-2022) <i>Secretary</i>, Amplify UP (A.Y. 2020-2021) <i>President</i>, Amplify UP (A.Y. 2019-2020) <i>Secretary</i>, STEP UP (A.Y. 2019-2020) <i>Assistant Secretary</i>, HallyUPi (A.Y. 2019-2020)</p>
<b>Certifications/ Training</b>	<p><b>Career Service Professional</b>, August 7, 2022</p> <p><b>Facilitators' Training for the Katatagan Online Psychoeducation Resilience Program</b>, Division of Social Sciences, UPV Tacloban College</p> <p><b>Graphic Design</b>, Massive Online Distance eLearning, University of the Philippines Open University</p>
<b>Education</b>	<p>Bachelor of Arts in Psychology University of the Philippines Visayas Tacloban College</p>

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Character reference available upon request