

**MARRY GRACE C. DARLO**

**Address:** Malinao, Mahaplag, Leyte

**Contact No.** +63 910-290-2042

**Email:** [cutieging2@gmail.com](mailto:cutieging2@gmail.com)

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**OBJECTIVES:**

Seeking a vacant position where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people.

**ACADEMIC BACKGROUND:**

<b>Tertiary Education:</b>	Bachelor of Secondary Education - Major in Math Southern Leyte State University – College of Teacher Education San Isidro, Tomas Oppus, Southern Leyte (S.Y. 2015-2019)
<b>Secondary Education:</b>	Mahaplag National High School San Isidro, Mahaplag, Layte (S.Y. 2011-2015)
<b>Primary Education:</b>	Malinao Elementary School Malinao, Mahaplag, Leyte (S.Y. 2005-2011)

**SKILLS:**

- Computer Literate: Proficient at MS Word, MS Excel, and MS Power point.
- Ability to develop and deliver presentations
- Ability to work under pressure
- Human relation and counselling
- Patient and good listener

- Strong interpersonal and communication skills
- Quick learned and hard-working

## **TRAINING:**

### **Contact Center Services NC II**

Leyte Communications Training Center

Tacloban City, Leyte

October 28 - November 19, 2019

### **Basic Operations of Microsoft Office 2010**

LAUNCHER Internet Café and Printing Services

Baybay City, Leyte

January 6 - 24, 2020

### **PCD Training**

PCPD Training Center

February 18 - 23, 2021

### **Webinar: Guideposts for a Successful and Happier Life: A Conversation Journey**

Philippine Association for Teachers and Educators (PAFTE) NCR Chapter

February 27 2021

## **RELATED EXPERIENCE:**

### **STUDENT TEACHING EXPERIENCE**

- Padre Burgos National Technical Vocational High School, 2 mos.  
Santo Rosario, Padre Burgos, Southern Leyte  
August 2018 - October 2018
- Bontoc National High School, 2 mos.

Bontoc, Southern Leyte

October 2018 - December 2018

- **BPO Technical Support Representative in Teleperformance**

Insular Bldg. Business Park, 6000 Cebu City, Cebu, Philippines.

6 Months

- **Private Tutor**

Malinao, Mahaplag, Leyte

October 5, 2020 - Present

## **REFERENCES:**

Name: Erna Mae Alajas

Number: 09367390501

Email Address: [ernaalajas@gmail.com](mailto:ernaalajas@gmail.com)