

Monalia Dolores M. Gabatbat

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PROFILE

Cum Laude graduate of Bachelor of Secondary Education, Major in Social Studies, with a strong passion for teaching, public service, and administrative support. Equipped with excellent communication and data management skills, with experience in handling documentation, organizing records, and assisting in office operations. Proficient in Microsoft Office, email management, and basic customer relations. Highly adaptable, detail-oriented, and committed to efficiency and continuous learning in a fast-paced work environment.

EDUCATION

Samar State University (Main Campus – Catbaloban City) *June 2024*
Bachelor of Secondary Education Major in Social Studies, Cum Laude

RELEVANT EXPERIENCE

Calbiga National High School Calbiga, Western Samar
Pre-service Teacher March 2024 - May 2024

- Crafted detailed lesson plans and facilitated classes.
- Evaluated student performance and maintained a conducive learning environment.
- Received positive feedback from students and cooperating teacher for teaching effectiveness.

Samar State University - Museum and Archives Catbalogan City, Western Samar
Student-Assistant November 2022 - May 2023

- Helped with paperwork and ensured the museum remained clean and orderly.
- Crafted communication letters and ensured they were relayed to the recipient.
- Received commendation for organizational skills.

Department of Social Welfare and Development Calbiga, Western Samar
Administrative Assistant October 2019 - November 2019

- Managed correspondence and documentation supporting office efficiency
- Responded to inquiries and provided solutions to administrative issues
- Assisted in organizing seminars and workshops conducted by the institution to serve the community.

CERTIFICATION

PD 907 - Honor Graduate Eligibility (HGE)
Civil Service Commission

SKILLS

- **Technical Proficiencies:** MS Office Suite, Google Workspace, Video Conferencing Tools
- **Organizational Skills:** Prioritization, Time Management, Attention to Detail
- **Soft Skills:** Teaching, Communication, Team Collaboration, Problem-Solving, Adaptability

ACADEMIC ACHIEVEMENTS

- **Cum Laude Honors:** Awarded for exceptional academic performance, reflecting discipline and commitment.
- **EDSP Scholarship Recipient:** Earned and maintained this scholarship for academic merit, showcasing dedication and consistent high performance.