

JOSEPH DELORINO



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📍 441 San Juan Street, Barangay Cawayan, Catarman Northern Samar

SKILLS

Writing Court Pleadings
Office Management and Secretariat Services
Verbal and Written Communication
Planning and Organizing
Records Management
Computer knowledge and skills
Film Making and Graphic design
Knowledge and Familiarity in Laws and legal terms
Liquidating
Technology and trend awareness
Trainable
Self-supervising
Time management
Public speaking
Diversity awareness

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EDUCATION

Bachelor of Arts in Political Science 2017-2020
University of Eastern Philippines
1.96

Professional Teaching Certificate Program 2021
Northern Samar Colleges
With High Honor

Juris Doctor
University of Eastern Philippines - College of Law
82 Units

ACHIEVEMENTS & AWARDS

College Leadership Award
Student Council Leadship Award
CAC-OSS Service Award
Best Quantitative Study

ELIGIBILITY

Licensed Professional Teacher

TRAININGS

TESDA NCII Holder
Paralegal Comprehensiveness Legal Writing

EXPERIENCE

Office Staff December 2021 - July 2022
Office of the Vice Mayor

Senior Administrative Assistant July 3, 2023 - Present
Integrated Bar of the Philippines

REFERENCE

Atty. Jonathan D. Loberio - Integrated Bar of the Philippines
President
athan_loberio@yahoo.com
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Dr. Daphne D. Balanon - Office of Student Services

OSS Coordinator

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