

MARY JOY BACARISAS CARDINES

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CAREER OBJECTIVE

Seeks to promote and share my knowledge, skills in communication, teaching English Language and other related fields within a progressive community that will provide sufficient opportunity to offer my passion, dedication, and service which will help me grow and challenge my capabilities.

EDUCATION

Masters in Management

(2023-present)

Leyte Normal University

Bachelor of Arts in English Language

(2018- 2022)

Magna Cum Laude

Eastern Visayas State University-Main Campus

Tacloban City

Humanities and Social Sciences (HUMSS)

(2016-2018)

With Honors

Gregorio C. Catenza National High School

Tunga Leyte

PERSONAL SKILLS

- Proficient in Written and Verbal Communication
- ELT, Research, and organization
- Precise attention to detail and time management
- Highly collaborative and able to work in teams or groups
- Independent, self-sufficient, and committed in handling tasks

TECHNICAL SKILLS

- Microsoft Word, Excel, and PowerPoint
- Adobe Lightroom
- Canva, Capcut, Wondershare Filmora

ACHIEVEMENTS

- Institutional Level Service Awardee (2022)
- College Level Service Awardee (2022)
- OWWA-EDSP Scholar (2019-2022)

SEMINARS ATTENDED

- "DIGITAL JOURNALISM IN THE TIME OF PANDEMIC"
- "BECOMING ENGLISH TEACHERS: IDENTITY,PASSION, & INNOVATION IN ELT"
- "THE WHAT, WHY, AND HOW OF ALTERNATIVE ASSESSMENT IN FLEXIBLE LANGUAGE LEARNING" (EVSU MAIN CAMPUS)

PRE-PROFESSIONAL EXPERIENCE

LABOR COMMUNICATIONS OFFICER

(November 2022 to present)

OWWA Regional Welfare Office VIII

• Serves as a communication officer for OWWA RWO8

• Prepare and writes press releases, feature articles, and other related EIC materials about RWO activities for submission to the OWWA Head Office and release to local tri-media beat

• Establish/maintain network with the LGUs, and other GOs, NGOs, private agencies, tri-media, and other related organization for the promotion of OWWA programs and services

• Serves as a secretary designate to the Regional Director

TEACHER STUDENT INTERN AND DEPARTMENT HEAD ASSISTANT

(February 2022-June 2022)

EVSU Main Campus Tacloban City,

Leyte

• Served as a facilitator during online class discussions.

• Created PowerPoint presentations for class lectures/lessons.

• Created memorandums, reports, minutes, etc.

HUMSS STUDENT INTERN

(October 2017-November 2017)

Leyte III Electric Cooperative Inc.

• Provided level 1 support to the demands of the different departments (such as encoding, forwarding requests, receiving a call, and other office-related work)