



# Ma. Ceane Jane N. Zamora

## PSYCHOLOGY GRADUATE



### CONTACT

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### SKILLS

- Average clerical skills
- Typing Speed: 70 words per minute
- Proficiency in MS Office Tools, Photo Editing, Video Editing, and Infographics
- Multilingual (Cebuano, Filipino, Waray & English)



### EDUCATION

- **University of the Philippines Tacloban College** (2019-2023)  
**Bachelor of Arts in Psychology**  
**Graduated Cum Laude**
- **Palompon Institute of Technology** (2017-2019)  
**Humanities and Social Sciences**  
**Graduated With Honors**



### WORK EXPERIENCE

#### Clerk

#### PASAR EMPLOYEES' MULTI-PURPOSE COOPERATIVE, 2023 - 2024

*Clerk for the Superintendent's Office of the Refinery & DORE Mechanical Maintenance of PASAR (Philippine Associated Smelting and Refining Corporation)*

#### Responsibilities:

- Administrative support for the accomplishment of several tasks relevant to the overall development and work efficiency of the department.
- Performed business transactions using the SAP Business Application, such as the creation of Purchase Reservations.
- Organizing, scheduling and planning monthly safety meetings, and all the preparations required. In charge of preparing business presentations for internal stakeholders.
- Preparing meeting minutes and safekeeping of important documents.
- Printing forms and checklists and other clerical work deemed necessary. Organization and safekeeping of completed forms and important documents such as preventive maintenance checklists, job safety analysis, and work orders, among others.
- Assigned with ensuring monthly housekeeping audits are performed and housekeeping goals are met.
- Responsible for Contractor Management Monitoring



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## **CERTIFICATE**

**Honor Graduate Eligibility  
Civil Service Commission  
Regional Office VIII  
Palo, Leyte**

Date of Issuance: March 1, 2024

Date of Effectivity: July 25, 2023



## **ACTIVITIES, VOLUNTEER & LEADERSHIP EXPERIENCE**

**Secretary General  
UPVTC Psych Circle  
(SEP 2021 - JULY 2022)**

**University of the Philippines  
Tacloban College**

- In charge of writing meeting minutes and safekeeping of important documents.
- Participated in different committees for organizational events.
- Participated in organizational tasks as part of partnerships with other organizations.
- Prepared and processed documents with school departments, offices and professors.
- Email management

**Third Year Representative  
UP ACCESS (Association of  
Cana-Cebuano Speaking  
Students)  
(SEP 2021 - JULY 2022)**

**University of the Philippines  
Tacloban College**

- Volunteered in Katilingbanong Pagtambayayong Alang sa Katawhan: UP ACCESS Donation Drive (A Relief effort for Victims of Typhoon Odette in Southern Leyte)

**Secretary  
Student Government Organization  
(JULY 2016 - MARCH 2017)**

**Doane Baptist School, Isabel, Leyte**

- Wrote meeting minutes and kept important documents.
- Assigned duties for CAT and SGO officers.
- Prepared presentations and assisted fellow officers in presentations.
- Recorded student violations of official school regulations.
- Volunteered in a feeding program for students in Magsaysay Elementary School, Palompon, Leyte.

**Editor-in-Chief  
The Little Lighthouse  
(2016 - 2017)**

**Doane Baptist School, Isabel, Leyte**

- Wrote articles, assigned writing topics to fellow writers, and edited written outputs from fellow writers

**Class Secretary  
(JUNE 2013 - MARCH 2017)**

**Doane Baptist School, Isabel, Leyte**

- Served as Class Secretary for four (4) consecutive years.