Bethlehem Basultin Catorce

I am looking for a suitable job where I could practice my knowledge, develop my personality, harness my skills and pursue my career. Will be trained in a company with a healthy environment that fosters professional growth and leadership excellence, share God given talent and skills and serve with my best performance.

CONTACT

- ✉ catorcebethlehem06@gmail.com
- 📞 09103155110
- 📍 Mahaplag, Leyte

SUMMARY OF QUALIFICATION:

- Organized, self- motivated, and trustworthy
- Responsible, and willing to be trained
- Can work under less supervision
- God-fearing
- Resistance to stress
- Computer Literate
- Good Manners
- Ability to motivate staff and maintain good relations

PERSONAL PROFILE

Nickname:	Beth / Em
Age:	24 years' old
Date of birth:	December 13, 1997
Place of birth:	Caloocan, City
Zip code:	6512
Nationality:	Filipino
Gender:	Female
Height:	5'3
Weight:	56 kilos
Civil status:	Single
Religion:	Roman Catholic
Home Address:	Mahaplag, Leyte

EDUCATION ATTAINMENT

- College
- Visayas State University
- Bachelor of Secondary Education
- Major in Biological Sciences
- License Teacher

TRAINING AND SEMINARS ATTENDED:

- STUDENT TEACHING ORIENTATION SEMINAR
  August 13-16, 2021
  VSU RDE Hall, Visayas State University
  Visca, Baybay, City Leyte
- ICT Assessment
  Basic Operation in Microsoft Word and Power Point
  November 13-22, 2020
  Northern Leyte College
  Palompon, Western Leyte
- TRAINING-WORSHIP ON RESULTS-BASED PERFORMANCE
  MANAGEMENT SYSTEM (RPMS) AND PHILIPPINE
  PROFESSIONAL STANDARDS FOR TEACHERS (PPST)
  Bato School of Fisheries
- DIVISION SCIENCE FAIR CUM YES-O CAMP
- HANDS-ONLY CARDIOPULMONARY RESUSCITATION
- ISO 9001:2015 AWARENESS and RE-AWARENESS SEMINAR

WORK EXPERIENCE:

Administrative Aide (Clerk)
Institute of Human Kinetics
Visayas State University
2021- Present

REFERENCES:

- Sheena Eunice B. Tabudlong
  Instructor
  09209585002

- Jeova Casinillo
  Teacher
  09263310977

- Christian N. Bacolod
  Instructor
  09661561680