



Maria Trisha P. Oliveros

Professional Goals

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.

Get in touch!

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Brgy. Caridad, Baybay City, Leyte
6521

Work Experience

Project Documentation Specialist

Department of Environment and Natural Resources | January 2020-December 2020

- Provide technical report and assistance in the development and strengthening of monitoring and evaluation of the projects. Conducts process documentation throughout the whole duration of the project/program.

Administrative Officer II

Cebu City Government | June 2018- June 2019

- Improves/Troubleshoot Government Services such as cutting down of number/time of processes.
- Monitors and supervises the services and projects of the government.

Academic History

University of San Carlos

Bachelor of Arts in Communication I CUM LAUDE

- Member, English Major Association (EMA)
- Member, Societatis Lingua Artes (SOLARES)

Franciscan College of the Immaculate Conception High School

- Auditor, Good Samaritan Club

Specializations

- Social Media Management
- Communication
- Journalistic Writing
- Documentation
- Administrative/Office Work
- Sports Writing

Trainings

**Services and Procedures
Rationalization and
Improvement in Government :**
July 24-27, 2018

**Administrative Officer's
Training Course**
November 11-12, 2018