

Aeron Jeff R. Carungay

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I am a fresh graduate of the University of the Philippines Diliman, College of Human Kinetics. I played for the Men's Lawn Tennis Team (MLTT) for 5 years, former president of UP Sports Organization and Management (UP SOMA), and former member of the College of Human Kinetics Student Council (CHKSC). I organize events like intramurals, pep rallies, summer sports clinics, and outreach programs. I have a high quality of skills in leadership, managing and coordinating with people I work with. In addition to that, I can adapt and work easily with diverse group of people. Lastly, I am knowledgeable on Microsoft Office that I attained throughout my college experience. Thus, I will be a fit and worthy additional member to your company.

SKILLS

- High-level of leadership skills
- Superior set of verbal and nonverbal communication
- Excellent on preparing and giving presentations
- Fast learner and can adapt easily
- Efficient on time management
- Proactive
- Flexible working under team environment or with minimal supervision
- Proficient with computer applications
- Great interpersonal skills
- Superb active listening skills
- Experienced on public speaking

EXPERIENCE

March/2021- Present

- Head, Kinetika Summer Clinic Online 2021
- Produced an online registration for 13 sports
 - Managed and coordinated with 25 coaches
 - Emailed more than 250 participants

February/2021- June/2021

- Student Teacher, University of the Philippines Diliman, College of Human Kinetics
- Handled 3 physical education subjects
 - Mastered Microsoft Office
 - Enhanced my teaching skills
 - Monitored and assisted coaches with their weekly classes

June/2019 - June/2020

- President, University of the Philippines Sport Organization and Management (UP SOMA)
- Lead the organization and managed to pull off with limited members and half of my term was during the pandemic
 - Partnered with different organizations inside UP Diliman expanding the organization's network/connections
 - Held an outreach program organized for children inside UP Community
 - Garnered more than P100,000 pesos in our annual revenue during my term by joining events and organizing income generating projects including the events that were cancelled due to pandemic

June/2019- June/2020

- B Physical Education Representative, UP College of Human Kinetics Student Council
- Raised students concerns to the admin and catered their needs
 - Promoted comradery within the students and inside the college
 - Headed an inter year level intramurals for the students and faculty
 - Facilitated the university wide inter-college intramurals

July/2020- December/2020

- Undergraduate Representative, UP College of Human Kinetics Student Council
- Represented the interests and concerns of the student body to the admin

- Collaborated with different departments to address concerns and develop solutions
- Promoted comradery within the students and inside the college

June/2018 - June/2019

Vice President, UP Sport Organization and Management (UP SOMA)

- Encouraged students to join our organization curated the application process
- Created a friendly and collaborative environment inside and outside the organization
- Collaborated with different departments inside the university

August/2015 - July/2019

Varsity Player, UP Men's Lawn Tennis Team

- Honed my leadership, coordination, and management skills
- Organized income-generating projects to organize funds for the team
- Developed high-level of discipline, patience, and time management

January/2019 - July/2021

Member, KILOS CHK

- Assisted the candidates in their electoral bid
- Held seminars inside the organizations

August/2018 - July/2021

Member, UP Sports Organization and Management

- Vice president's execute assistant
- Sharpened my team work and active listening skills
- Initiated events and partnerships

EDUCATION

July/2021

Bachelor of Physical Education, University of the Philippines Diliman