

# Mark Glen Cadorna

**Age:** 23

**Civil Status:** Single

**Language:** English, Tagalog and Waray Waray Dialect

**Address:** Brgy. San Andres, San Miguel, Leyte

**Email:** markglenecadorna@gmail.com

**Contact Number:** 09163938391

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## Career Objective:

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills, knowledge appropriately and to be able to be part of an institution whose development I can contribute to as a member.

## Career Status

Licensed Professional Teacher

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## Educational Background:

<b>College:</b>	<b>Leyte Normal University</b>	<b>2015 - 2019</b>
	<i>Bachelor of Secondary Education</i>	
	<i>Major in Music, Arts, Physical Education and Health</i>	

<b>High School</b>	<b>Sta. Cruz National High School</b>	<b>2011 - 2015</b>
	<i>High School</i>	

<b>Elementary</b>	<b>Sta. Cruz Elementary School</b>	<b>2007 - 2011</b>
	<i>Grade 3 – 6</i>	

	<b>San Andres Elementary School</b>	<b>2005 – 2007</b>
	<i>Grade 1 - 2</i>	

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## **Trainings, Organization, and Activities and Awards**

### ***Participant | Cebu Call Center Academy Inc.***

Tacloban Branch, Philippines

Vocational Course; Contact Center

Services NC II – 2019

With Honors

### ***Participant | Capacity Building Training in Teaching with Technology (Microsoft 2017)***

Leyte Normal University

### ***Participant | Pasinaya 2019 Open Workshops (Dance Category)***

Cultural Center of the Philippines – 2019

Manila

### ***Member | Leyte Normal Dance Company***

Leyte Normal University – 2016 – 2019

Tacloban City

### ***Participant | Philippine Association of State Universities and Colleges (PASUC)***

Regional Level Competition – Dance Category

- Champion Indigenous Dance (2016) – Naval State University, Naval Biliran
- Champion Contemporary Dance (2017) – Eastern Visayas State University, Tacloban City
- 1<sup>st</sup> Runner Up Contemporary dance (2018) – Eastern Samar State University

### ***Participant | Philippine Association of State Universities and Colleges (PASUC)***

National Level Competition – Dance Category

- 3<sup>rd</sup> Runner Up Indigenous Dance (2016) – Ilocus Sur
- 2<sup>nd</sup> Runner Up Contemporary Dance (2017) – Dumaguete City
- 2<sup>nd</sup> Runner Up Contemporary Dance (2018) – Davao City

***Awardee | Proficiency Awardee Secondary Practice Teaching***

Leyte Normal University

2019

***Awardee | Dayaw Awardee National PASUC Special Commendation***

Dayaw Awards 2019

Leyte Normal University

***Awardee | Dayaw Awardee National PASUC Special Commendation***

Dayaw Awards 2018

Leyte Normal University

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**Non – Related Work**

**Agent | Fusion BPO**

Global Contact Center Solutions

Costumer Service Associate

Cebu City

2020 - 2021

- **Top Agent**
- **Wow Performer Agent**

**Roles:**

- *Book Meetings and Events such as Company Meeting, Interview, Weddings, Birthday, and Christmas Party etc.*
  - *Assist the customer for new enquiries, cancellation, amendments and confirmation through calls and emails.*
  - *Retain as much as possible bookings to keep the revenue.*
  - *Upsell new packages, promos, to keep the customers coming again.*
  - *Handing over contracts, and necessary documents to respective inhouse team.*
  - *Handling various hotels in Jurys Inn and Leonardo hotel.*
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## **Skills**

- Can choreograph different types of Dances especially Cultural Dances
- Communications -- Good written and verbal presentation skills.
- Interpersonal Skills -- Able to get along well with coworkers and accept supervision.
- Flexible -- Willing to try new things and interested in improving efficiency on assigned tasks.
- Attention to Detail -- Concerned with quality. Produce work that is orderly and ensure tasks are completed.
- Hard-working -- Throughout high school, worked long hours in strenuous activities while attending school fulltime.
- Other: Learned discipline, teamwork, knows how to follow instructions and does hard work. Ambitious, outgoing, reliable have solid work ethic and computer literate.

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## **References:**

### **Ms. Ester Mae Ramirez**

**Fusion BPO Services Phils. Inc**

Sand & Waves Island hopping Travel and Tours – CEO

*M&E Team Leader*

+639566592508

### **Ms. Sussana Espina**

*MAPEH Integrated Laboratory School, Leyte Normal University*

*Instructor*

09129906673

### **Mr. Neilrex Castil**

*LNU Dance Company, Leyte Normal University*

*Official Choreographer*

09494334313

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I hereby certify that the above information is true to the best of my knowledge and belief.

  
Mark Glen E. Cadorna  
Applicant