

# PRINCESS LYN OBREGOSO

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## SCIENCE TEACHER



## OBJECTIVE

My primary goal is to secure a challenging position that allows me to contribute my existing skills and knowledge while I aim to develop new competencies and enhance my professional capabilities. At the same time, it will help me fulfill both my personal aspirations and financial responsibilities to support my family and myself.

### Licensed Professional Teacher

October 2022 LET

PRC Registration Date: March 21, 2023

Valid Until: September 5, 2026

## PROFESSIONAL EXPERIENCE

### Online Research Contributor/Digital Creator *March 2, 2024 - Present*

- Participate in various market research surveys, providing valuable feedback and insights to support businesses in decision-making.
- Answer surveys related to consumer preferences, product satisfaction, and brand awareness.
- Produce and edit engaging gameplay videos, tutorials, and reviews, ensuring high-quality production and audience engagement while providing valuable content for both gaming enthusiasts and casual viewers.

### Office Secretary | ABJ Design & Build *October 10, 2023-March 2, 2024*

- Organized and stored physical and digital documents, ensuring proper filing and easy retrieval for efficient office management.
- Recorded receipts and maintained accurate records for timely tax updates and compliance with BIR requirements.
- Took and prepared detailed minutes of meetings, ensuring accurate documentation of discussions and decisions.
- Monitored material inventory and tracked important business transactions to ensure accurate records and efficient operations.
- Drafted and prepared letters and documents for business transactions, ensuring clear and professional communication.

### Sales Agent | Converge FiberX *April 1, 2023-October 10, 2023*

- Sold internet services to clients, negotiated product offerings to address objections for mutually beneficial outcomes, assisted with inquiries, and processed orders and payments to ensure timely delivery of services.

### HR Specialist | Relaxense Spa Tacloban *April 27, 2023-July 27, 2023*

- Created and posted job descriptions. Managed the recruitment, hiring, and orientation processes to successfully integrate employees into their new roles.

### Office Secretary | ABJ Design & Build *June 22, 2021-July 2, 2022*

- Processed payroll, tracked attendance, and supported recruitment to maintain an efficient workforce.
- Maintained an organized office environment, oversaw fund management, processed liquidations, and ensured proper documentation of financial transactions.

### Family Bakery Attendant *June 2019-June 22, 2021*

- Managed customer service, daily inventory, and transactions with suppliers while ensuring accurate financial records.

## EDUCATION

**Leyte Normal University | Tacloban City, Leyte**  
***Bachelor of Secondary Education, Major in Biological Sciences***  
June 2013 - May 23, 2019

## SKILLS

- Content Analysis
- Administrative Organization
- Sales & Customer Relationship Management
- Operations & Financial Management
- Instructional Design