

CRIS MARIZ CONCEPCION L. PARAON

Plaridel, Baybay City, Leyte
+639283786908
+639657025631
crisparaon08@gmail.com



Objective: To gain more experience and enhance my skills in related or not related to my field, in a dynamic and paced workplace.

Highlights of Qualifications:

- Can work with minimal supervision
- Good in both oral and written communication
- Literate in MS Office such as MS Power Point, MS Word, and MS Excel
- Have the ability to handle multiple tasks, meeting deadlines and work under pressure
- Can play varied sports

Educational Attainment

License Professional Teacher	06/12/2024
Civil Service Eligible	01/13/2023
Visayas State University (Main Campus) Visca, Baybay City, Leyte, 6521 Bachelor of Physical Education	08/12/2022 <i>Graduate</i> <i>Cum Laude</i>
Plaridel National High School (Senior High) Plaridel, Baybay City, Leyte	4/4/ 2018 <i>with Honors</i>
Plaridel Central School Plaridel, Baybay City, Leyte	2011-2012 <i>Graduate</i>

Work Experience

Baybay City New City Hall (CSWDO) Baybay City, Leyte	Office Clerk/ Field Worker	2025
ESL (QQ ENGLISH) IT Park, Cebu City	Training	2023
Baybay City Senior High School (BCSHS) Baybay City, Leyte, 6521	On Job Training	2022

Biography

My name is **Cris Mariz Concepcion Paraon**, born on **December 8, 1999**. I am a **licensed professional teacher** and **civil service eligible**, driven by a deep passion for public service, education, and community development. I graduated **cum laude** with a **Bachelor of Physical Education** from **Visayas State University** on **August 12, 2022**, and was a consistent **Tertiary Education Subsidy (TDP) scholar** from my first year to my fourth year in college.

Currently, I work at **Baybay City Hall** as an **Office Clerk and Field Worker**, where I handle **data entry, document filing, and organizing records**. I am highly proficient in **Microsoft Office applications**—particularly **Word, Excel, and PowerPoint**—which are essential to my day-to-day administrative responsibilities.

Beyond my work in government service, I also volunteer at the **Baybay Leyte Transport Cooperative**, where I assist my father as a **washer** and actively serve as a **member and officer** of the cooperative. This experience has strengthened my sense of responsibility, commitment to family, and dedication to community service. I've also undergone training as an **ESL (English as a Second Language) tutor** at **Cebu IT Park**, which has helped me enhance my communication and teaching skills. With my background in education, public service, and volunteer work, I am eager to continue

growing professionally and contribute meaningfully to roles that support learning, development, and public service.

References

EDILBERTO A. ARTIGA JR. II

Instructor, Institute of Human Kinetics
Visayas State University, Visca, Baybay City, Leyte
+639383644332

NESTY B. AGUILAN

Teacher I, Baybay City Senior High School
Baybay City, Leyte 6521 Philippines
+639171650440

VILMA P. CAYON

MT I, Plaridel National High School
Plaridel, Baybay City, Leyte
+639606638586

I hereby attest that the above information is true and correct to the best of my understanding.

Very truly yours,


CRIS MARIZ CONCEPCION L. PARAON