

Monalia Dolores M. Gabatbat

gabatbatmonaliadolores@gmail.com | 09312166512 | Botoc Pinabacdao, Samar (Willing to relocate to Cebu)

Dedicated and motivated Bachelor of Secondary Education Major in Social Studies graduate with a strong passion for teaching, public service, and administrative support. Equipped with excellent communication and data management skills, with experience in handling documentation, organizing records, and assisting in office operations. Proficient in Microsoft Office, email management, and basic customer relations. Highly adaptable, detail-oriented, and committed to efficiency and continuous learning in a fast-paced work environment.

EXPERIENCE

Calbiga National High School, Pre-service Teacher

March 2024 - May 2024

- Crafted detailed lesson plans and facilitated classes.
- Evaluated student performance and maintained a conducive learning environment.
- Received positive feedback from students and cooperating teachers for teaching effectiveness.

Samar State University - Museum and Archives, Student-Assistant

November 2022 - May 2023

- Helped with paperwork and ensured the museum remained clean and orderly.
- Crafted communication letters and ensured they were relayed to the recipient.
- Received commendation for organizational skills.

Department of Social Welfare and Development (LGU-Calbiga), Administrative Assistant

October 2019 - November 2019

- Managed correspondence and documentation supporting office efficiency
- Responded to inquiries and provided solutions to administrative issues
- Assisted in organizing seminars and workshops conducted by the institution to serve the community.

EDUCATION

Samar State University (Main Campus - Catbalogan City)

Bachelor of Secondary Education - Major in Social Studies (Cum Laude), August 2021 - June 2024

SKILLS

Teaching, Research, Communication, Collaboration, Problem-solving, Time Management, Computer Literate, Microsoft Office, Administrative Support

CERTIFICATES

PD 907 - Honor Graduate Eligibility (HGE)

Civil Service Commission