



ANGELICA MALARAS

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DOB : January 31, 1999

OBJECTIVE

To secure a responsible career opportunity in a reputable organization where I can fully utilize my training and skills and work towards building a strong skill set and equip myself by working with a team that enables me to develop and work hard while making a significant contribution to the success of the company.

EXPERIENCE

HUMAN RESOURCE OFFICE OF LOCAL GOVERNMENT UNIT

Summer Job Employee

- Assisted HR Personnels
- Assisted HR Clients
- Encoding and Printing of HR documents
- Organizing HR documents

DEPARTMENT OF AGRARIAN REFORM

Summer Job Employee

- Assisted DAR employees
- Assisted tenant and landlord meetings
- Assisted client needs and concerns
- Encoding and printing of DAR documents
- Organizing DAR documents
- Maintaining cleanliness of DAR office

VSU INTEGRATED HIGH SCHOOL

Student Intern

- Assisted cooperating teacher
- Conducted daily lesson teaching and semestral exam under cooperating teacher advisory
- Grading of student outputs and final grades
- Managed parent-teacher meeting and other school related programs
- Encoding and printing of student materials for flexible learning modality

BAYBAY NATIONAL HIGH SCHOOL

Student Intern

- Assisted cooperating teacher
- Encoding and printing of student materials for flexible learning modality
- Sorting and organized distribution of student materials for flexible learning

GABAS INTEGRATED SCHOOL

Student Intern

- Assisted cooperating teacher
- Conducted daily lesson planning/teaching and semestral exam under cooperating teacher advisory
- Grading of student outputs and final grades
- Managed parent-teacher meeting and other school related programs
- Encoding and printing of student materials for flexible learning modality

EDUCATION

VISAYAS STATE UNIVERSITY

Bachelor of Secondary Education

2022

Licensed Professional Teacher

2023

SKILLS

- Goal Oriented
- Good Communication Skills
- Flexible
- Computer Literacy
- Customer Service
- Management,

REFERENCE

John Mark Belarmino - Facilities Executive
Interlock Security and Investigations Pte Ltd

Kay Belarmino - Restaurant Manager
Swensens