

# Rodalyn N. De Paz

rodalyndepaz125@gmail.com | 09504246618 | Brgy. Malabal Calbiga, Samar

Cum Laude graduate with strong organizational, interpersonal, communication, creativity, and collaboration skills. A highly motivated and dedicated individual with the ability to multitask efficiently and adapt quickly to new technology and systems. Demonstrate organizational skills, maintaining a calm and focused approach under pressure. Known for delivering efficient administrative support and fostering a positive work environment. Eager to leverage my skills in a dynamic administrative role, contributing effectively to team success and organizational goals.

## Experience

### Calbiga National High School, Pre-service Teacher

March 2024 - May 2024

- Developed detailed lesson plans and facilitated engaging classroom sessions.
- Administered assessments to evaluate student progress.
- Collaborated with the cooperating teacher.
- Received positive feedback from students and the cooperating teacher.

### Samar State University - Museum and Archives, Student-Assistant

November 2022 - May 2023

- Assisted with various paperwork tasks, ensuring accuracy and timely completion of administrative duties.
- Contributed to a positive and organized work environment, ensuring a pleasant experience for visitors.
- Received positive feedback for efficiently completing assigned tasks.

### Department of Agrarian Reform (LGU-Calbiga), Administrative Assistant

October 2019 - November 2019

- Assisted in the preparation of reports, presentations, and other documents, supporting departmental functions and decision-making processes.
- Handle inquiries, provide information, and resolve administrative concerns.

## Education

### Samar State University (Main Campus)

Bachelor of Secondary Education - Major in Social Studies (Cum Laude), August 2020 - June 2024

### Calbiga National High School

Basic Education Curriculum (Junior High) & Humanities and Social Sciences (Senior High), With Honors, June 2014 - April 2020

## Skills

Teaching, Communication, Collaboration, Problem-solving, Creativity, Time Management, Computer Literate, Administrative Support

## Certificates

### PD 907 - Honor Graduate Eligibility (HGE)

Civil Service Commission