

Ma. Ceane Jane N. Zamora

Contact Details

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Personal Information

Nationality: Filipino

Marital Status: Single

Age: 24

Number of children: 0

Curriculum Vitae

Resourceful, hardworking, and dedicated psychology graduate who is passionate and highly dedicated about providing quality assistance to others, and making myself an asset in whatever situation I find myself in by improving my knowledge and skills to match the needs of the organization.

EDUCATION

B.A. in Psychology, *cum laude*, July 2023 - University of the Philippines Tacloban College

Humanities and Social Sciences (Senior High School), With Honors, June 2019 – Palompon Institute of Technology

Junior High School, With High Honors, March 2017 – Doane Baptist School, Isabel, Leyte

WORK EXPERIENCE

PASAR Employees' Multi-purpose Cooperative

Clerk, Refinery and DORE Mechanical Maintenance, Philippine Associated Smelting and Refining Corporation (2023 – 2024)

- Worked as an office clerk assisting the employees and engineers with administrative tasks and office duties, such as safekeeping of documents, document preparation and processing, business transactions using business software, making meeting minutes, and organizing and planning meetings.

VOLUNTEER & LEADERSHIP EXPERIENCE

UPVTC Psych Circle, University of the Philippines Tacloban College (August 2019 – July 2023)

- Secretary General, September 2021 – July 2022

University of the Philippines Association of Cana-Cebuano Speaking Students (U.P. ACCESS), University of the Philippines Tacloban College (August 2019 – July 2023)

- Third Year Representative, September 2021 – July 2022
- Volunteered in “Katilingbanong Pagtambayayong alang sa Katawhan: UP ACCESS Donation Drive” (A relief effort for victims of Typhoon Odette in Southern Leyte), December 2021

LANGUAGES

- Cebuano (native), Filipino (fluent), Waray-waray (fluent), and English (fluent).

MEMBERSHIPS / AFFILIATIONS

- **UPVTC Psych Circle, University of the Philippines Tacloban College** (August 2019 – July 2023)
- **University of the Philippines Association of Cana-Cebuano Speaking Students (U.P. ACCESS), University of the Philippines Tacloban College** (August 2019 – July 2023)

PUBLICATIONS

- College Thesis: **Happy kinsenas! online shopping as an emotion regulation strategy among Filipino working adults** - University of the Philippines Tacloban College, July 2023, co-authored with Louie Jay S. Managbanag and Weyvin Maury G. Onde

SKILLS

- Computer skills: Familiarity with Microsoft Office Suite, Google Suite, SAP Business Software, SysAid, Video Editing (Adobe Premiere), Photo Editing (PhotoShop), and creating infographics and other content (Canva).
- Clerical Skills: Document Processing and Management, Email Management, Executive Support, Minutes Taking, Meeting Planning and Organizing, Internal and External Corporate Communications, Data Management, and Data Encoding
- Typing Speed: 70 words per minute

PERSONAL INTERESTS

- Reading, writing stories and poetry, photography, video editing, dancing, exercise, learning languages, traveling, exploring nature, appreciating arts and watching movies.