



# MELYN PUEBLA, LPT

## SUMMARY

A graduate who has earned a Bachelor of Secondary Education Major in English, and she earned the Cum Laude distinction. She passed the Licensure Examination for Teachers last March 2024. Her educational background, academic achievements, combined with her practical experiences as a Sangguniang Kabataan Treasurer and Admin Coordinator Cum Registrar, have provided her with a solid foundation in financial management, time management, organization skills, and customer service. Her dedication to excellence and proficiency in various essential skills make her a valuable asset to any team or organization.

## PERSONAL INFORMATION

Birthdate	: May 28, 2000
Age	: 24 yrs. old
Religion	: Roman Catholic
Height	: 5'2
Status	: Single
Nationality	: Filipino
Home Address	: Maribago, Lapu-Lapu City
Father's Name	: Felix P. Puebla
Mother's Name	: Jocelyn C. Puebla
Parent Address	: San Agustin, Baybay City, Leyte
Language Spoken	: English, Tagalog, Bisaya

## SKILL

- Microsoft Office (Word, PowerPoint Presentation)
- Organizational Skills
- Leadership
- Adaptability
- Time Management
- Customer Service
- Flexible
- Cashiering
- Cash handling
- Interpersonal Skills
- Administrative Skills

## WORK EXPERIENCE

### Sangguniang Kabataan - Treasurer

2018 – 2023

As a Sangguniang Kabataan Treasurer, my role primarily revolves around managing finances, budgeting, and overseeing various transactions. Additionally, I am responsible for interacting with the residents of our barangay about their concerns.

### Admin Coordinator Cum Registrar

AMA Computer College – Cebu Campus, November 2023–Present

As an Admin Coordinator cum Registrar, my primary responsibility is to maintain the order and cleanliness of the campus. I am dedicated to ensuring that students' concerns regarding their credentials are promptly addressed to prevent any possible issues in the future. Balancing my roles as both an admin coordinator and Registrar, I ensure efficient task management across both positions, effectively fulfilling the responsibilities associated with each role.

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f Melyn Candinato Puebla  
📍 Maribago, Lapu-Lapu City

## EDUCATION

- **Bachelor of Secondary Education - Major in English**  
Visayas State University  
Visca, Baybay City, Leyte  
2019-2023  
Cum Laude
- **Senior High School - HUMSS strand**  
Franciscan College of the Immaculate Conception  
Andres Bonifacio St. Zone 1, Baybay City, Leyte  
2017-2019  
With Honors
- **Junior High School**  
Bunga National High School  
Bunga, Baybay City, Leyte  
2013-2017  
With Honors
- **Elementary**  
Bunga Elementary School  
Bunga, Baybay City, Leyte  
2011-2013  
With Honors

## AWARDS

August 2023 | Visayas State University  
**High Scholastic Achievement as Cum Luade**

June 2023 | Visayas State University  
**High Scholastic Achievement as College Honor 2nd Semester, SY 2021-2022 & 1st Semester, SY 2022-2023**

May 2023 | Bunga National High School  
**Teaching Internship (360 hours)**

## REFERENCES

### Nove Ann L. Dizon

Sales Revenue Officer of AMACC-Cebu  
Phone: 09367250672

### Catherine Villamor

Bunga NHS Teacher III

Phone: 09606558789

Email: catherine.villamor001@deped.gov.ph

### Loranie Ablen

Bunga NHS Master Teacher

Phone: 09979239945

Email: ablenloranie@gmail.com