



JUDIE ANN LIGUTAN

LICENSED PROFESSIONAL TEACHER

PROFILE

As a college graduate with a strong commitment to public service and administrative excellence, I am seeking the opportunity to serve as an Administrative Aide III at Visayas State University – Baybay. I possess effective communication skills, both oral and written, and am confident in my ability to assist in clerical and support tasks with accuracy and attention to detail.

I am physically and mentally fit to handle day-to-day responsibilities, and I am eager to contribute to the smooth operation of the university's administrative functions. I take pride in my good manners, ethical standards, and my willingness to work for the benefit of the institution. My goal is to support the office with dedication, professionalism, and integrity.

WORK EXPERIENCE

HR Assistant

2024-2025

Metalite Builders Development Inc.
October 2024 – February 2025

- Managed HR files and coordinated staff evaluations and training schedules.

SAFETY OFFICER

2023-2025

Metalite Builders Development Inc.
April 2023- March 2025

Ensure Compliance with Safety Regulations

- Implement and monitor compliance with DOLE OSH standards and other local regulations.
- Maintain necessary permits and documentation (e.g., Construction Safety and Health Program or CSHP).

Conduct Regular Safety Inspections and Audits

- Perform daily or weekly site inspections.
- Identify potential hazards and enforce corrective actions.

Develop and Implement Safety Programs

- Design site-specific safety protocols.
- Train workers on PPE, emergency procedures, and safety policies.

Incident and Accident Investigation

- Lead the investigation of near misses, injuries, or fatalities.
- Produce incident reports and recommend preventive measures.

Safety Training and Orientation

- Conduct toolbox meetings and new hire orientations.
- Ensure all workers are trained and certified where required (e.g., working at heights, scaffolding safety).

Secretary at Shakaz Grill, Imelda's Catering

2021-2022

Seven years as teacher in meddlers at Matlang Church of Christ

2014-2021

Four months as teacher in meddlers at APCDC

2013-2014

Apali Precious Child Development Center

CONTACT

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Matlang Isabel Leyte

EDUCATION

2020-2021

VISAYAS STATE UNIVERSITY-ISABEL

- College Graduated BSED-Major in MAPEH

2016-2017

LEYTE BIBLE SCHOOL- ORMOC

- Associate in Sacred Literature

2014-2015

MATLANG NATIONAL HIGH SCHOOL

- High School Graduated

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Tagalog
- Cebuano
- Waray

REFERENCE

DR. QUEEN-EVER Y. ATUPAN

Head of the Cash Division

Phone: 09955181566

ESPERANZA E. SUMALINOG, PH.D.

Dean, College of Teacher Education Arts and Sciences & Agribusiness

Phone: 09176564984