



MA. MAYKLEMN M. DUMANDAN

Licensed Professional Teacher

To obtain an administrative officer I position in a dynamic and fast-paced office where I can utilize my administrative skills to support the team.

CONTACT

Plaridel, Baybay City, Leyte
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09179790733

EDUCATION

Franciscan College of the Immaculate Conception

Master of Arts in
Education major in
Natural Science
(2024)

Eastern Visayas State University

Bachelor of Secondary
Education major in
Science
(2018-2022)

Eastern Visayas State University

Bachelor of Teaching
Home Economics and
Livelihood Education
(2013-2015)

Leyte Normal University

Bachelor of Elementary
Education
(2006-2007)

WORK EXPERIENCE

● Non-Dep.Ed Learning Camp Volunteer

National Learning Camp, Bitanahuan, Baybay City,
Leyte (2024)

- Teaching Science to Grade 7 and Grade 10 students under consolidation camp
- Facilitate fun field activities

● Barangay Secretary

Barangay 15, Tacloban City (2018 - 2023)

- Managing records and issuing certificates
- Assisting in the development of information management systems for the barangay

SKILLS

MS Office

Communication

Can work without supervision

Can work under pressure

Time Management