

# Ma. Ceane Jane N. Zamora

## Bachelor of Arts in Psychology Graduate

Address: Mabolo Street, Barangay San Roque,  
Isabel, Leyte, 6539

Contact number: 09202502903

Email address: cn.zamora19@gmail.com

Skype ID: live:.cid.69d0208c76d690d8



## SKILLS

- Average clerical skills
- Typing Speed of 70 words per minute
- Computer skills:
  - Microsoft Office (Word, Excel, PowerPoint)
  - Photo Editing (PhotoScape, Photoshop)
  - Video Editing (Filmora, Adobe Premiere Pro)
  - Infographics and Presentations (Canva)
- Multilingual (Cebuano, Filipino, Waray, and English)

## WORK EXPERIENCE

### **PASAR Employees Multipurpose Cooperative** – Clerk (for the Refinery & Dore Maintenance Team of PASAR)

SEPTEMBER 26, 2023 – FEBRUARY 15, 2024

- Provided administrative assistance for the accomplishment of office deliverables such as email management, daily document encoding and processing, tasks related to manpower management and procurement of office supplies and other equipment, among others.
- Prepared meeting minutes, and planned and organized monthly meetings.
- In charge of printing and safekeeping of documents and other clerical work deemed necessary.

## ACTIVITIES AND LEADERSHIP EXPERIENCE

### **UPVTC Psych Circle, University of the Philippines Tacloban College, Tacloban City** - Secretary General

SEPTEMBER 2021 - JULY 2022

- Prepared meeting minutes and safekeeping of important documents.
- Participated in different committees for organizational events, and as part of partnerships with other organizations.
- Prepared and processed documents with school departments, offices and professors.

---

**UP ACCESS (Association of Cana-Cebuano Speaking Students),  
University of the Philippines Tacloban College, Tacloban City -  
*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)

**Doane Baptist School, Student Government Organization,  
Isabel, Leyte – *Secretary***

JUNE 2016 - MARCH 2017

- Wrote meeting minutes and kept important documents.
- Assigned duties for CAT and SGO officers.
- Prepared presentations and assisted fellow officers in presentations.
- Recorded student violations of official school regulations.
- Volunteered in a feeding program for students in Magsaysay Elementary School, Palompon, Leyte.

**Doane Baptist School, Isabel, Leyte – *Class Secretary***

JUNE 2013 - MARCH 2017

- Served as Class Secretary for four consecutive years.

**EDUCATION, AWARDS & RECOGNITIONS**

**Civil Service Commission, Regional Office VIII, Palo Leyte –  
*Honor Graduate Eligibility***

- Date of Issuance: March 1, 2024
- Date of Effectivity: July 25, 2023

**University of the Philippines Tacloban College, Tacloban City -  
*Bachelor of Arts in Psychology***

AUGUST 2019 - JULY 2023

- Graduated Cum Laude (July 25, 2023)
- College Scholar, GWA: 1.541/1.0, First Semester of A.Y. 2019-2020

**Palompon Institute of Technology, Palompon, Leyte -  
*Humanities and Social Sciences (HUMSS) strand, Senior High School***

AUGUST 2017 – JUNE 2019

- With Honors, Grade 12 (A.Y. 2018-2019)
- With Honors, Grade 11 (A.Y. 2017-2018)

**Doane Baptist School, Isabel, Leyte - *Junior High School***

JUNE 2013 - MARCH 2017

- With High Honors, Grade 10 (A.Y. 2016-2017)