

## **CRIS MARIZ CONCEPCION L. PARAON**

Plaridel, Baybay City, Leyte

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[crisparaon08@gmail.com](mailto:crisparaon08@gmail.com)

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**Objective:** To gain more experience and enhance my skills in related or not related to my field, in a dynamic and paced workplace.

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### **Highlights of Qualifications:**

- Can work with minimal supervision
  - Good in both oral and written communication
  - Literate in MS Office such as MS Power Point, MS Word, and MS Excel
  - Have the ability to handle multiple tasks, meeting deadlines and work under pressure
  - Can play varied sports
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### **Educational Attainment**

<b>License Professional Teacher</b>	06/12/2024
<b>Civil Service Eligible</b>	01/13/2023
<b>Visayas State University (Main Campus)</b> Visca, Baybay City, Leyte, 6521 Bachelor of Physical Education	08/12/2022 <i>Graduate</i> <i>Cum Laude</i>
<b>Plaridel National High School (Senior High)</b> Plaridel, Baybay City, Leyte	4/4/ 2018 <i>with Honors</i>
<b>Plaridel Central School</b> Plaridel, Baybay City, Leyte	2011-2012 <i>Graduate</i>

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### Work Experience

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<b>Baybay City New City Hall (CSWDO)</b> Baybay City, Leyte	<b>Office Clerk/ Field Worker</b>	2025
<b>ESL (QQ ENGLISH)</b> IT Park, Cebu City	<b>Training</b>	2023
<b>Baybay City Senior High School (BCSHS)</b> Baybay City, Leyte, 6521	<b>On Job Training</b>	2022

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### Biography

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My name is **Cris Mariz Concepcion Paraon**, born on **December 8, 1999**. I am a **licensed professional teacher** and **civil service eligible**, driven by a deep passion for public service, education, and community development. I graduated **cum laude** with a **Bachelor of Physical Education** from **Visayas State University** on **August 12, 2022**, and was a consistent **Tertiary Education Subsidy (TDP) scholar** from my first year to my fourth year in college.

Currently, I work at **Baybay City Hall** as an **Office Clerk and Field Worker**, where I handle **data entry, document filing, and organizing records**. I am highly proficient in **Microsoft Office applications**—particularly **Word, Excel, and PowerPoint**—which are essential to my day-to-day administrative responsibilities.

Beyond my work in government service, I also volunteer at the **Baybay Leyte Transport Cooperative**, where I assist my father as a **washer** and actively serve as a **member and officer** of the cooperative. This experience has strengthened my sense of responsibility, commitment to family, and dedication to community service. I've also undergone training as an **ESL (English as a Second Language) tutor** at **Cebu IT Park**, which has helped me enhance my communication and teaching skills. With my background in education, public service, and volunteer work, I am eager to continue growing professionally and contribute meaningfully to roles that support learning, development, and public service.

## References

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**EDILBERTO A. ARTIGA JR. II**

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**NESTY B. AGUILAN**

Teacher I, Baybay City Senior High School  
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**VILMA P. CAYON**

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I hereby attest that the above information is true and correct to the best of my understanding.

Very truly yours,

  
CRIS MARIZ CONCEPCION L. PARAON