



MAY J. MOLLANEDA

 Km 4 Brgy. Luna, Surigao City
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I am a dedicated Licensed Psychometrician who is looking for a job that brings a positive mindset. Committed to using skills to help an organization achieve its goals; able to demonstrate the ability to develop and sustain excellent client contact and relationships. I have excellent time management skills as well as a thorough understanding of the customer service industry. A hard worker who is eager to join the next team. I am committed to using my skills to support others when contributing to a company's mission. Experienced in workforce management and committed to running a profitable company.

SKILLS

- Familiar with many programs needed to run a successful office, such as Microsoft Word and Excel.
- Amiability allows employees seeking guidance or assistance to feel at ease and encouraged to air their problems.
- Excellent scheduling abilities that guarantee that all appointments are kept and that they are completed in a timely manner so that difficulties can be resolved.
- A detail-oriented personality that ensures all files are properly organized and that all laws and regulations are followed.

EXPERIENCE

Guidance Staff

St. Paul University Surigao
Cor. San Nicolas & Rizal Streets, Surigao City
(08/23/2017) – (05/31/2021)

- Responsible for planning, implementing, evaluating and enriching the guidance program/services in the grade/year level of assignment.
- Responsible for conducting interviews of students, graduates and students.
- Develops and conducts group sessions, orientation programs and seminar for students, teachers, parents and employees.
- Collects, organizes and updates cumulative records of students.
- Administers and interprets tests of students and applicants for employment.
- Assists in the formulation of the testing program.
- Requests for testing materials and office supplies needed.
- Facilitates placement of students in appropriate educational and occupational institutions.

- Provides students with information that can guide them in choosing a specific career.
- Conducts career talks and promotional activities.
- Conducts surveys and studies on the student needs, behaviors, or related matters.
- Keeps self-updated on the current trends and best practices in the field.
- In the absence of the Guidance Counselor, the Guidance staff will assume the duties of the Guidance Counselor.

Assistant/Shift Manager

Golden Lion Pastries Corps (Red Ribbon Surigao)
Km 4 Brgy Luna, Surigao City
(06/16/2016) - (06/30/2017)

- Responsible for managing and overseeing the entire restaurant/store operation
- Delivers superior customer service and ensures customer satisfaction.
- Planning and developing the overall restaurant/store marketing strategy.
- Responding efficiently to customer questions and complaints.
- Organizes and supervises shifts.
- Managing and leading staff.
- Hiring new employees.
- Training and evaluating staff performance.
- Estimating consumption, forecast requirements, and maintaining inventory.
- Managing restaurant supplies.
- Control costs and minimize waste.
- Monitoring operations and initiating corrective actions.
- Implementing innovative strategies to improve productivity and sales.

EDUCATION

Bachelor of Science in Psychology

St. Paul University Surigao
Cor. San Nicolas & Rizal Streets, Surigao City
2012-2016

Certificate of Technology major in Electronics Technology

Surigao State College of Technology (now Surigao Del Norte State University)
Narciso St., Surigao City
2006-2008

Secondary Education

Surigao Del Norte National High School
Peñaranda St., Surigao City
2002-2006

Elementary Education

Margarita Central Elementary School
Brgy. Luna, Surigao City
1996-2002

CHARACTER REFERENCES

Ms. Maria Kristine Elizabeth H. Mangyan, RGC, LPT, RPm

Guidance Counselor

Surigao Del Norte National High School

Contact No. +63-910-0482-488

Mrs. Maria Gemma Posesano-Galido

Compliance Manager

A.T. Dumlao Construction, Inc

Contact No. +63-908-8894-233

Ms. Charlyn A. Macalolot, RPm

Senior Guidance Staff-College Department

St. Paul University Surigao

Contact No. +63- 930-6893-211