

**CHELSEA DIMPLES A. TIOPEs**

Brgy. 62-A Kadunggan Village, Sagkahan Tacloban City, Leyte  
[catiopes@up.edu.ph](mailto:catiopes@up.edu.ph) / 0969 127 9417

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<b>Objective</b>	Administrative Aide IV (Clerk II) at the Office of the Director for Human Resource Management.
<b>Education</b>	<p>Bachelor of Arts in Psychology University of the Philippines Visayas Tacloban College</p> <p>HR Related Courses: Human Resource Management, Organizational Behavior, Industrial/Organizational Psychology, Psychological Assessment</p>
<b>Skills and Abilities</b>	<p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"><li>▪ Proficient verbal and written communication skills</li><li>▪ Highly collaborative but can also work independently</li><li>▪ Active listener, shows empathy, and attentive</li></ul> <p><b>Time-Management Skills</b></p> <ul style="list-style-type: none"><li>▪ Excellent organizational skills to increase productivity</li><li>▪ Able to prioritize and organize task load</li><li>▪ Critical thinking skills</li></ul> <p><b>Additional Skills</b></p> <ul style="list-style-type: none"><li>▪ Proficiency in Microsoft Office Programs</li><li>▪ Proficiency in Google Productivity Apps</li><li>▪ Proficiency in Online Conferencing Platforms: Zoom and Google Meet</li><li>▪ Graphic Design using PowerPoint, Canva, and Adobe Sparkpost</li><li>▪ Research Writing</li></ul>
<b>University Organizational Activities</b>	<p>Secretary of Amplify UP (2020-2021)</p> <p>President of Amplify UP (2019-2020)</p> <p>Secretary of STEP UP (2019-2020)</p> <p>Secretary of HallyUPi (2019-2020)</p>
<b>Character Reference</b>	<p><b>DR. ROWENA S. GUIANG</b> Division of Social Sciences, UP Visayas Tacloban College 0917 518 5722</p> <p><b>DR. ERVINA A. ESPINA</b> Division of Social Sciences, UP Visayas Tacloban College 0915 966 3246</p> <p><b>EDUARDO G. GALAPON III, RN, LPT, MAN, MAED</b> Leyte National High School Senior High Tacloban City 0967 427 8245</p>