

NIKKA MARIE M MAZO

+639945448864 · nikkamariemazofficial@gmail.com · nikkamariemazo000@gmail.com

Lower Siong, Brgy. Gacat, Baybay City, Leyte, Philippines 6521

Motivated and results-driven Education graduate seeking a challenging position within a large organization. The candidate offers a reliably strong foundation in administrative skills, interpersonal skills and task management, with a proven ability to drive efficiency, deliver successful outcomes and collaborate within cross-functional teams.

KEY COMPETENCIES

-Computer Proficiency	-Report writing and presenting	-Strong interpersonal skills	-Hard Skills
-Administrative Skills	-Email Management thru Gmail	-Proactive and self-motivated	-Soft Skills
-Flexibility and Adaptability	-Excellent communication skills	-Exceptional organisational skills	

PROFESSIONAL TRAINING

National Training on Action Research for Administrators	September 16- September 18, 2024
Basic Computer Literacy	September 2 - September 12, 2024
Administrative Skills Training with Comprehensive ICT	August 19- August 30 2024
Advance Computer Literacy	July29- August 16 2024
Baybay National High School Student Intern	March - June 2023

EXPERIENCE

SHS Work Immersion- LGU Baybay City, Leyte - Surveyor, Local Public Transport Route Plan	2019
Medical Mission - Malapok Norte, Maasin City - Reservist, 805th CDC	2022
Disaster Rescue and Relief Operation for Bagyong Agaton Survivors- Baybay City Senior High School	2022
Administrative Officer - Visayas State University ROTC Unit	2022
Graduate Military Assistance, Training Staff - Visayas State University ROTC Unit	2023
POPCEN-CMBS 2024, Enumerator	2024

EDUCATION & CERTIFICATIONS

Licensure Examination for Teachers
Board Exam Passer

Agricultural Crop Production NCII
Competent
Chandria Integrated Farm

Bachelor of Secondary Education
Majors: Social Studies
Visayas State University

Cadet Officer Qualifying Course
Class 1 SY: 2019-2020, Top 1
Visayas State University, ROTC Unit

Humanities and Social Science Graduate
With Honors
Baybay City Senior High School

Science, Technology and Engineering Curriculum
With Honors
Baybay National High School

EXTRACURRICULAR ACTIVITIES

President, Class 1 SY 2019-2020
Visayas State University, ROTC Unit

Community Volunteer - Summer Catechist
Gacat Chapel, Bryg. Gacat, Baybay City

REFERENCES

Lovirey M. Cerna
School Principal II, Coloong Elemntary School
09153127665

Noel V. Moscatiles
Master Teacher II, Baybay City Senior High School
09700683389

Glenda G. Arradaza
Teacher II, Baybay City Senior High School
09977735600

Novelyn N. Mendoza
Special Science Teacher II, Baybay National High School
09557538168