

**DONNA JEAN L. PALARAN**  
Purok 7, Brgy. Luna, Ormoc City, Leyte  
Mobile No. 09171663309



## **PERSONAL DATA**

Age: 23  
Birthdate: January 28, 1999  
Birthplace: Ormoc City  
Gender: Female  
Status: Single  
Citizenship: Filipino  
Religion: Roman Catholic  
Height: 4'11"  
Weight: 40 kg  
Blood Type: "O"  
E-mail Address: [palarandonnajeon@gmail.com](mailto:palarandonnajeon@gmail.com)  
PHILHEALTH No. 13-252181805-4  
TIN No. 754-447-462  
Govt. Issued ID PRC 1817610  
SSS No. 34-9486484-6  
PAG-IBIG No. 121266590468

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## **EDUCATIONAL BACKGROUND**

### **GRADUATE SCHOOL**

S.Y 2020-2021 Masters of Education Major in Physical Education  
1<sup>st</sup> semester Visayas State University

### **COLLEGE**

S.Y 2015-2019 Bachelor of Secondary Education Major in MAPEH  
Cum Laude  
Visayas State University  
VisCA, Baybay City, Leyte

## **SECONDARY**

S.Y 2011-2015      New Ormoc City National High School  
Brgy. Don Felipe Larrazabal, Ormoc City

## **ELEMENTARY**

S.Y 2010-2011      Dolores Elementary School  
Fast Achiever  
Brgy. Dolores, Ormoc City

S.Y 2005-2010      Bankal Elementary School  
Fast Achiever  
Brgy. Bankal, Lapu-Lapu City, Cebu

## **LANGUAGES SPOKEN**

- English
- Filipino
- Cebuano

## **SKILLS**

- Customer Services
- Proficient of computer applications such as Microsoft Word, Microsoft Excel, Microsoft Power Point and Microsoft Publisher as well as Encoding and Internet.
- Utilizes Google tools such as Word, Spreadsheet and Slides
- Good communication skills.
- Officiating of sports such as Swimming, Table Tennis, Lawn Tennis, Badminton, Volleyball, Athletics, Kayak, Arnis, Softball, Soccer and Basketball
- Organization and Management of Sports, Music and Dance Events
- Performer of different dance forms
- Plays musical instrument such as Violin and Piano
- Creating of Course Syllabus for Physical Education Subjects for College

## **EXPERIENCE**

Call Center Agent

January 19, 2021 up to present

Virtual Staffing Solutions OPC

Brgy. Nadongholan, Ormoc City

- Make outbound calls: Junior Funding Advisor at Seek Business Capital
- SGF Account Manager: Fulfillment Department of Seek Business Capital
- Sales Agent at Darvis Account (Remote Patient Monitoring)
- Made outbound calls: Select Quote Senior
- Virtual Assistant: Care Team Assistant for Kids Individual Development Services

Outbound Call Center Agent

September 16 – December 5, 2020

Pfleiderward-solutions

Dona Feliza Mejia, Brgy. Cogon, Ormoc City

- Made Outbound Calls: Appointment Setting
- Conducted report about Insurances and Medicare in Texas, Kansas and Missouri as well as the people and culture

Part-time Instructor

January 20 – May 22, 2020

Institute of Human Kinetics

Visayas State University

- Taught PhEd 12 (Fitness Exercise), PhEd 14 (Physical Activities towards Health and Fitness II: International Dances, Swimming and Outdoor and Recreational Activities) and HOPE 2 (Senior High School) strands HUMSS and TVL
- Conducted various activities to cater students' needs and interests
- Creating of course syllabus for PhEd 11 (Movement Enhancement) based on PATHFIT 1
- Creating Online ready courseware for PhEd 13 (Filipino Traditional Games)

Part-time Instructor

August 01 – December 13, 2019

Institute of Human Kinetics

Visayas State University

- Taught PhEd 11 (Movement Enhancement) and PhEd 13 (Physical Activities towards Health and Fitness I)
- Conducted various activities to cater students' needs and interests
- Assistant Tournament Manager in Swimming during University-Wide Intramurals
- Handled Opening and Closing Ceremony during University-Wide Intramurals
- Secretariat during SCUAA 2019 held at Biliran Province State University
- Assistant Coach Dance Sports Latin Discipline during Regional SCUAA 2019 held at Biliran Province State University

MAPEH Student Teacher Grade 10

August 23 – November 19, 2019

New Ormoc City National High School

Don Felipe Larrazabal, Ormoc City

- Made lesson plans and various instructional materials for every topic
- Conducted varied activities to cater students' individual differences
- Monitored and supervised students in their learning
- Participated in different school activities and programs

### **EXTRA CURRICULAR ACTIVITIES**

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|---|-----------|
| • VSU Intramurals Officiating Official  | 2015-2019 |
| • Officiating Official of the VSU 95 <sup>th</sup> Founding Anniversary Fun Run         | 2018-2019 |
| • Facilitator at ATI-RTC 8 Excel Day: PinoyLympics                                      | 2018-2019 |
| • SCUAA Officiating Official  | 2016-2018 |
| • Facilitator and Performer of the PASUC VIII Culture and the Arts Festival Competition | 2017-2018 |
| • Participant of the 1 <sup>st</sup> Ormoc National Open Dancesport Championship        | 2017-2018 |
| • Officiating Official of the RC Nutrition Club Festival RUN for FUN                    | 2017-2018 |
| • Performer of the 1 <sup>st</sup> VSU Culture and the Arts Festival                    | 2017-2018 |
| • Officiating Official of the 1 <sup>st</sup> Age Group Swimming Competition            | 2017-2018 |

### **SEMINARS/TRAININGS ATTENDED**

- Dancesport Workshop  
May 12, 2019  
Visayas State University, VisCA, Baybay City, Leyte
- MAPEH Congress  
May 05, 2019  
VSU RDE Hall, VisCA, Baybay City, Leyte
- Sports Clinic: Officiating, Organizing and Managing Swimming Events  
August 3-4, 2017  
Institute of Human Kinetics, Visayas State University, VisCA, Baybay City, Leyte
- Strengthening HIV/AIDS Knowledge and Awareness among BSEd MAPEH Students  
April 25, 2017  
Center for Continuing Education Building, Visayas State University
- 1<sup>st</sup> Echo Folk Dance Workshop  
July 05, 2015  
Visayas State University, VisCA, Baybay City, Leyte

## **CHARACTER REFERENCES**

- **MR. ANDREW A. MAZO**  
Instructor  
Institute of Human Kinetics  
Visayas State University  
VisCA, Baybay City, Leyte  
09175238258
- **Dr. CHARIS B. LIMBO**  
IHK Director  
Institute of Human Kinetics  
Visayas State University  
VisCA, Baybay City, Leyte  
09485105847
- **MR. DENNIS JOEL L. CERNA**  
Instructor  
Institute of Human Kinetics  
Visayas State University  
VisCA, Baybay City, Leyte  
09190002810
- **MR. DOMINIC S. CAGANG**  
MAPEH Teacher  
New Ormoc City National High School  
Don Felipe Larrazabal, Ormoc City, Leyte  
09391078433