



## Niño Paolo R. Roto

OSCO Compound, Brgy. Ipil, Ormoc City, Leyte, Philippines  
09465392497 | ninopaolo308@gmail.com

### Objective

As a graduate of Bachelor of Arts in English Language Studies in VSU, I am seeking a role which will allow me to continue learning and develop my written and communication skills as I provide high-quality work. Additionally, I am also seeking for a workplace that will encourage me to work professionally that will maximize my fullest potentials before I proceed to law school.

### Experience

- Literacy Pal Tutorial Center** February 2020 - March 2020  
Part-Time Tutor/Academic Tutor  
I have worked as a Part-Time tutor in the tutorial center located in Baybay City during Saturdays. My duty started from 8:00 A.M. to 4:00 P.M. depending on the schedule of the academic tuttee/tuttees. I handled kids on different grade levels from pre-school down to grade school. Additionally, I also handled reading enrichment activities on the same venue.
- LGU-Ormoc** July 5, 2023 - December 31, 2023  
Private Secretary I  
Worked as a Private Secretary (Administrative Assistant V) of SP Member Lalaine A. Marcos. Functioned as her paralegal during committee meetings, making of committee reports, and crafting/passing an Ordinance.
- Visayas State University-Main Campus** October 1, 2022 - December 30, 2022  
Research Enumerator  
Assisted a professor during his data collection process. Functioned as the person responsible for collecting the data in different Barangays involved in the project.
- LGU Ormoc** January 3, 2024 - February 29, 2024  
Administrative Aide I

### Education

- Visayas State University- Main Campus** 2018-2022  
Bachelor of Arts in English Language Studies
- Ipil Integrated Senior High School** 2016-2018  
Senior High School  
97
- Ipil National High School** 2012-2016  
High School  
93
- Ipil Central School** 2006-2012  
Elementary  
83.88

### Skills

- Critical Thinking Skills
- Communication Skills
- Leadership Skills
- Problem-solving Skills
- Interpersonal skills
- People Smart
- Drawings and Illustrations
- Writing stories, essays, and other academic-related works

- Adaptive to changes
- Decision making
- Performance-wise

#### **Achievements & Awards**

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- Society of Animal Science Students 1st Year Rep 2018-2019 Visayas State University
- ABELS Society Treasurer 1st Semester 2019-2020 Visayas State University
- College of Arts and Sciences Supreme Student Council (CAS-SSC) Vice President 2020-2021 Visayas State University
- College of Arts and Sciences Supreme Student Council (CAS-SSC) Interim Vice President 2020-2021 Visayas State University
- ABELS Society President 2021-2022 Visayas State University
- Mulberry Men's Home Sports Committee Head 2019-2020 Visayas State University
- CWTS Team Temperance Treasurer 2018-2019 Visayas State University

#### **Interests**

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- Writing stories, essays, academic-related works
- Involving in organization and student councils
- Playing volleyball and going to the beach
- Museum hopping
- Preserved architectures and artifacts
- Story telling to kids and doing ministry works
- Drawings and Illustrations
- Godly worship and praise songs
- Journalism and Legal Writing

#### **Reference**

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- **Sheena Mae P. Lubrio - "Department of Liberal Arts and Behavioral Sciences- VSU Baybay"**  
College Instructor  
literacypalnewnormal@gmail.com  
09286800902
- **Feliciano L. Sinon, Jr. - "Department of Agricultural and Biosystems Engineering- VSU Baybay "**  
College Instructor- I  
feihl.sinon@vsu.edu.ph  
09394477500
- **Annie A. Parmis - "Department of Liberal Arts and Behavioral Sciences- VSU Baybay"**  
College Instructor  
parmis.annie@gmail.com  
09154384726

#### **Eligibility**

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- Civil Service Exam- Professional Passer  
August 2023

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#### **Seminars/Trainings Attended**

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- May 8-12, 2023, Macrohon, Southern Leyte  
Seminar Workshop on Marine Litter Policy by Healthy Oceans and Clean Cities Initiative (HOCCL)

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- September 18-20, 2023, Orchid Garden Suites Manila, Ocampo St. Malate, Manila

A Seminar Workshop on Newspaper Layout and Design for Tandem/Pair Participants by Philippine Press Institute (PPI)

- February 23, 2023, Multi-Purpose Hall

Localizing Access to Public Information During Barangay FOI, by Philippine Information Agency (PIA)



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