



NIÑO PAOLO R. ROTO

@ ninopaolo308@gmail.com

09465392497

OSCO Compound, Brgy. Ipil, Ormoc City, Leyte, Philippines

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

Interests

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

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

Part-Time Tutor/Academic Tutor

2020 -

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

Private Secretary I

- December

Worked as a Private Secretary (Administrative

31, 2023

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,

Research Enumerator

2022 -

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,

Administrative Aide I

2024 -

February

29, 2024

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

Reference

Dr. Maria Vanessa E. Gabunada -
"Department of Arts, Languages,
and Literature- VSU Baybay"

Department Head, DALL
mariavanessa.gabunada@vsu.edu.ph

Roque S. Peñalosa, Jr. - "Jesus is
Lord Church Ormoc City "

Regional Director and Church
Pastor
09199902580

Joshua Richardson - "LGU- Ormoc
"

Private Secretary I
augustusiosue@gmail.com
09054717435

Ipil National High School

2012-2016

High School

93

Ipil Central School

2006-2012

Elementary

83.88

Achievements & Awards

- 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

Eligibility

- Civil Service Exam- Professional Passer
August 2023

Seminars/Trainings Attended

- May 8-12, 2023, Macrohon, Southern Leyte

Seminar Workshop on Marine Litter Policy by Healthy Oceans
and Clean Cities Initiative (HOCCI)

- 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)