





# MARY ANN MAGTAHAS MANATAD

As a professional, I would like to utilize my lively and energetic attitude and aptitude with great enthusiasm. With my leadership and institutional abilities, I would also work to perform administrative tasks and responsibilities.

## PERSONAL PROFILE

Age: **25**  
Date of Birth: **DECEMBER 15, 1998**  
Place of Birth: **BRGY. WESTERN, SITIO LAWIS  
HILONGOS, LEYTE**  
Citizenship: **FILIPINO**  
Weight: **50KG**  
Height: **149 CM**  
Status: **SINGLE**  
Name of Father: **VICTOR G. MANATAD**  
Name of Mother: **ROWENA M. MANATAD**

 Brgy. Western Sitio Lawis  
Hilongos, Leyte  
Philippines

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 [mmanatad1998@yahoo.com](mailto:mmanatad1998@yahoo.com)

## EDUCATION

SCHOOL	COLLEGE	VISAYAS STATE UNIVERSITY
		Visca, Baybay City, Leyte 2018-2019 CUM LAUDE  Course: Bachelor of Secondary Education Major in Music, Arts, Physical Education, and Health (MAPEH)
SCHOOL	HIGH SCHOOL	HILONGOS NATIONAL VOCATIONAL
		R.V. Fulache Street, Hilongos, Leyte 2014-2015
SCHOOL	ELEMENTARY	HILONGOS SOUTH CENTRAL SCHOOL
		Brgy. Central, Hilongos, Leyte 2010-2011

## AWARDS AND RECOGNITION

**COLLEGE HONOR**  
Visayas State University, Baybay City, Leyte  
May 2017

**UNIVERSITY HONOR**  
Visayas State University, Baybay City, Leyte  
May 2018-2019

**CUMLAUDE**  
Graduated as Bachelor of Secondary Education  
June 2019

## PROFESIONALISM

**LICENSED PROFESSIONAL TEACHER**  
December 2019

## SKILLS

- Has strong passion to help people who are in need even without something in return
- Willing to work voluntarily
- Has initiative and can easily adjust to any kind of environment and diversities
- Able to establish good relationships with diverse types of people, situation and behavior
- Able to work either in a team or individually
- Learn quickly, and able to work under pressure
- Exemplifying Professionalism and Integrity
- Good written and verbal communication skills
- Competent with Microsoft Word, Excel and Power Point

## RELEVANT TRAININGS, WORKSHOPS AND CAPABILITY DEVELOPMENTS

Practice Teaching  
Hilongos National Vocational School  
August 21, 2018 to November 19, 2018

Customer Service Representative  
BPO, CONCENTRIX COMPANY  
Nov 2019- Jan 2022

BPO, Dynnino Company ( TRAVEL ACCOUNT)  
Apr 2022- May 2023

## CHARACTER REFERENCES

**MS. JOAN MARIAN BONGANCISO**  
Junior High School Teacher  
Inopacan National High School  
Colleague  
[09465299815](tel:09465299815)

**MRS. DONNA BERENGUEL**  
Supervisor at Dynnino  
[09359346722](tel:09359346722)

**MS. CLARISSA L. MEJIA**  
Senior High School Teacher II  
Hilongos National Vocational School  
R.V. Fulache Street, Hilongos, Leyte  
[+639121610361](tel:+639121610361)

I declare and certify that I have personally accomplished this profile which is true, correct and complete statement.

MARY ANN M. MANATAD  
Applicant