

GAOT, DONNA MAE I.

Address: Don Guillermo St., Brgy. Canramos, Tanauan Leyte

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CAREER OBJECTIVE

Looking for the position of Administrative Aide in a challenging and fast-paced environment where I can learn new things and experiences which will nurture me as an individual who has still a lot of things to learn.

PERSONAL INFORMATION

Date of Birth: November 17, 1997

Age: 21

Mother: Marilyn Indic

Father: Dioscoro Gaut Sr.

Religion: Roman Catholic

Place of Birth: Sta. Cruz, Manila

No. of Siblings: 5

Occupation: Housemaid

Occupation: NONE

EDUCATIONAL ATTAINMENT

Tertiary Education

School: Leyte Normal University

Degree: Bachelor of Secondary Education major in Biological Sciences

Address: P. Paterno St., Tacloban City, 6500 Leyte

School Year: 2015-2019

Secondary Education

School: The Sisters of Mary School

Address: J.P Rizal St., Talisay City, Cebu

School Year: 2010-2013

Elementary Education

School: Tanauan II Central School

Address: Constitution St., Brgy. Canramos, Tanauan Leyte

School Year: 2004-2010

WORK EXPERIENCE

As an Administrative Aide, I don't have an experienced yet, nevertheless, I am determined and motivated to learn this kind of job.

HONORS AND AWARDS RECEIVED

Cum Laude
Leyte Normal University
May 23, 2019

Competence in Practicum Award
Leyte Normal University
May 20, 2019

Academic Excellence in Science and Technology
Department of Science and Technology
May 20, 2019

Service and Cooperation Award
Marasbaras National High School
October 05, 2018

REFERENCES

Matilde Macawile
Marasbaras National High School
Contact #: 09171007580

Kristal Mae Cadavis
Tacloban City National High School
Contact #: 09268225146