



NIKKA MARIE M MAZO

About Me

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. With that, my primary objective is to leverage my diverse set of skills and knowledge acquired from various experiences to drive personal growth and development, and deliver exceptional results to the organization.

EDUCATION

Visayas State University

Bachelor of Secondary Education -Social Studies
Baybay City, Leyte
September 2019 – August 2023

Baybay City Senior High School

Baybay City, Leyte
June 2017 – April 2019
With Honors

Baybay National High School

Baybay City, Leyte
June 2013 – March 2017
With Honors

Gabas Central School

Gabas, Baybay City, Leyte
June 2012 – March 2013
First Honorable Mention

LANGUAGE

- English
- Tagalog
- Bisaya

HOBBIES

- Dancing
- Writing
- Reading



09945448864



nikkamariemazofficial@gmail.com



Brgy. Gacat, Baybay City, Leyte

SKILLS

- Computer Proficiency
- Administrative Skills
- Organizational Skills
- Good Communication Skills
- Leadership and Management Skills
- Interpersonal Skills
- Flexibility
- Professionalism
- Soft Skills

EXPERIENCE

- SHS Work Immersion at Local Government Unit, Baybay City, Leyte- Surveyor for the Local Public Transport Route Plan, 2019
- Volunteering Experience - Medical Mission, Malapok Norte, Maasin City - Volunteer Reservist from 805th CDC, 2022
- Volunteering Experience - Disaster Relief Operation, Bagyong Agaton - Volunteer Reservist deployed at Baybay City Senior High School, 2022
- ROTC Admin Officer (S1) at Visayas State University, ROTC Unit, Visayas State University, 2022
 - Assisted in planning, executing, and evaluating various training events for the ROTC unit's continued improvement in readiness levels.
 - Strengthened communication and interpersonal skills, leading to more effective teamwork within the ROTC unit.
 - Collaborated with peers to develop innovative approaches to complex problems during simulations and real-world scenarios.
 - Developed leadership skills by participating in challenging ROTC training exercises.
 - Developed problem-solving abilities by engaging in tactical exercises and decision-making scenarios.
 - Provided essential administrative support such as filing paperwork or preparing presentations related to operations conducted by the ROTC unit.
 - Mentored new cadets, providing guidance on expectations, responsibilities, and opportunities within the ROTC program.
 - Managed paperwork by tracking records to remain organized and maximize accuracy.
- ROTC Training Staff at Visayas State University, ROTC Unit,
 - Graduate Military Assistant for 1 year, 2022-2023
 - Actively participated in team meetings, offering insightful suggestions that led to innovative problem-solving strategies.

- Sorted and organized files, spreadsheets, and reports.
- Analyzed problems and worked with teams to develop solutions.
- Facilitated successful completion of projects from concept to launch.
- Regional Pre-service Teacher's Congress Seminar, 2023

PROFESSIONAL EXPERIENCE

- Teaching Internship- Baybay National High School, Baybay City, Leyte
 - Field Study- Baybay National High School, Baybay City, Leyte,
 - Student Observer, 2022
 - Student Teacher for 360 hours, 2023
 - Learning Action Cell,
 - Collaborated with colleagues to develop cross-curricular connections, reinforcing key concepts across subject areas.
 - Supported students in developing social skills through structured activities and positive reinforcement techniques.

REFERENCES

Lovirey M. Cerna

School Principal II, Coloong Elementary School
09153127665

Noel V. Moscatiles

Master Teacher II, Baybay City Senior High School
Senior High School Teacher
09700683389

Novelyn G. Mendoza

Special Science Teacher II
Cooperating Teacher
09557538168

Glenda G. Arradaza

Teacher II, Baybay City Senior High School
Senior High School Teacher
09977735600

I hereby certify that the above information are true and correct with the best of my knowledge.


NIKKA MARIE M MAZO
Applicant