

Rodalyn N. De Paz

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PROFILE

Cum Laude education graduate with strong organizational, interpersonal, communication, creativity, and collaboration skills. A highly motivated and dedicated individual with the ability to multitask efficiently and adapt quickly to new technology and systems. Demonstrate organizational skills, maintaining a calm and focused approach under pressure. Known for delivering efficient administrative support and fostering a positive work environment. Eager to leverage my skills in a dynamic administrative role, contributing effectively to team success and organizational goals.

EDUCATION

Samar State University (Main Campus)

Bachelor of Secondary Education Major in Social Studies, Cum Laude

June 2024

RELEVANT EXPERIENCE

Samar State University - Museum and Archives, Student-Assistant

November 2022 - May 2023

- Assisted with various paperwork tasks, ensuring accuracy and timely completion of administrative duties.
- Contributed to a positive and organized work environment, ensuring a pleasant experience for visitors.
- Received positive feedback for efficiently completing assigned tasks.

Department of Agrarian Reform (LGU-Calbiga), Administrative Assistant

October 2019 - November 2019

- Assisted in the preparation of reports, presentations, and other documents, supporting departmental functions and decision-making processes.
- Handle inquiries, provide information, and resolve administrative concerns.

SKILLS AND CERTIFICATION

- **Technical Proficiencies:** MS Office Suite, Google Workspace, Project Management, Video Conferencing Tools
- **Organizational Skills:** Task Prioritization, Scheduling, Time Management, Attention to Detail
- **Soft Skills:** Communication, Team Collaboration, Problem-Solving, Adaptability
- **Certification:** P.D. 907 - Honor Graduate Eligibility (HGE)

ACADEMIC ACHIEVEMENTS

- **Cum Laude Honors:** Awarded for exceptional academic performance, reflecting discipline and commitment.