

SYRAH U. ABABAT

Address: Brgy. San Agustin Baybay City, Leyte

Contact Number: 0946 516 2480

Email Address: ababatsyrah@gmail.com



CAREER GOAL

To obtain a position as an **Administrative Aide** where I can utilize my organizational, communication, and multi-tasking skills to contribute to the efficient operation of the organization. I am committed to delivering excellent administrative support, ensuring accuracy in documentation, and providing quality service. My goal is to grow professionally by gaining hands-on experience, expanding my knowledge in office management, and eventually advancing to roles with greater responsibilities within the administrative field.

PERSONAL INFORMATION

Date of Birth: December 31, 2001

Place of Birth: Baybay City, Leyte

Age: 23

Sex: Female

Civil Status: Single

Citizenship: Filipino

Religion: Iglesia Filipina Independiente

Height: 5'3

Weight: 55 kg

Language: Cebuano, Tagalog, English

EDUCATIONAL ATTAINMENT

- **Visayas State University (2020-2024)**

Bachelor of Secondary Education - Major in Science

Dean's Honor (1st Semester 2023-2024)

Dean's Honor (2nd Semester 2022-2023)

- **Baybay City Senior High School (2018-2020)**

Technical-Vocational-Livelihood Education

With High Honor

- **Bunga National High School (2014-2018)**

- **San Agustin Elementary School (2008-2014)**

1st Honorable Mention

Baybay City, Leyte

Graduation Date: August 07, 2024

EXPERIENCES & AWARDS

Pre-service Teacher at Baybay National High School (September – November 2024)

- Maintained classroom discipline and created a conducive learning environment.
- Assisted in administrative tasks such as school forms filing, record management, and correspondence.
- Provide support in organizing school events and activities.
- Developed communication and problem-solving skills.

Action Research Experience (October - December 2024)

- “Enhancing Grade 8 Students’ Retention of the Scientific Terms in Laws of Motion Using a Multi-Pronged Strategy”

National Certificate II in Food & Beverage Services (October 2019)

National Certificate II in Cookery (April 2019)

SKILLS AND QUALIFICATIONS

- Proficient in Microsoft Office Suite and Google Workspace
- Administrative Support and Office Management
- Time Management and Multitasking
- Strong Written and Verbal Communication Skills
- Skilled in Resolving Conflicts and Addressing Challenges Promptly
- Attention to Detail

SEMINARS ATTENDED

- Crash Course Webinar Series in Plant and Animal Biology – 20th and 27th of October- 3rd and 10th of November, 2024
- CAsTalks Online Webinar – 27th of March 2024
- Harmony in Diversity: Navigating Educational Philosophies for Inclusive and Holistic Learning – 18th of December 2023
- Monitor and Evaluate Learner Progress and Achievement Using Learner Attainment Data – 27th of October 2023
- Test Construction, TOS and Test Item Analysis – 10th of October 2023
- Culminating Activities for Women's Month Celebration and an Advocacy Campaign for Fire Prevention Month 2023 – 29th of March 2023
- Financial Management System and Stewardship Assessment Seminar– 17th of February 2023

CHARACTER REFERENCE

Jose Celso Perez Jr.
University Instructor, Faculty

Emmanuel Josain
Senior High School Adviser

Syrell A. Villocino
San Agustin Elementary School Teacher