

ZAIRA MAE D. SUNDIAM
San Pedro Palcarangan Lubao, Pampanga
+639488692052
zmdsundiam@gmail.com



JOB OBJECTIVE

To obtain a position that will enable me to use and enhance my organizational skills, educational background, and ability to work well with people.

BASIC INFORMATION

Age:	22	Height:	153 cm
Gender:	Female	Weight:	56 kg.
Date of Birth:	August 4, 1998	Religion:	Roman Catholic
Place of Birth:	Lubao, Pampanga	Citizenship:	Filipino
Civil Status:	Single		

EDUCATIONAL BACKGROUND

Vocational	Hilot Wellness Massage NC II St. Paul University Quezon City Quezon City 2019-2020
Tertiary	Bachelor in Business Teacher Education Major in Business Technology and Livelihood Polytechnic University of the Philippines Sta. Mesa, Manila 2014-2018
Secondary	San Pablo 2nd National High School San Pablo 2 nd Lubao, Pampanga 2010-2014
Primary	San Pablo 2nd Elementary School San Pablo 2 nd Lubao, Pampanga 2004-2010

WORK EXPERIENCE

Administrative Aide IV
Polytechnic University of the Philippines, Senior High School Department
Sta. Mesa, Manila
November 2019 – Present

Administrative Aide III
Polytechnic University of the Philippines, Senior High School Department
Sta. Mesa, Manila
July 2018-November 2019

Civic Welfare Training Service Instructor

Polytechnic University of the Philippines, National Service Training Program
Sta. Mesa, Manila
June 2019-present

Student Assistant

Senior High School Department
Polytechnic University of the Philippines
January 2018-April 2018

Special Program for Employment of Students

Provincial Government of Pampanga
April 2017-May 2017

On-the-Job-Traning

University Registrar's Office
Polytechnic University of the Philippines
November 2015-February 2016

ELIGIBILITY

Licensed Professional Teacher

September 2018

College Honor Graduate (PD 907)**STATISTICAL SEMINARS ATTENDED**

Enhancing Leadership Skills through Personality Development

PUP, Future Business Teacher's Organization

September 2015

Standout with Confidence

PUP, Future Business Teacher's Organization

September 2016

Training and Professional Development on Digital Skills and Data Privacy for Educators

Private Education Assistance Committee

May 2020

Basic First Aid Online Seminar

UNTV News & Rescue

June 2020

Blended Learning with Schoology

PUP, College of Computer Information Sciences

July 2020

1st Online Conference: ICT in Disaster Resiliency

Department of Information and Communication Technology Luzon Cluster 3

July 2020

Quo Vadis Private Schools amidst New Normal Education

PUP, College of Computer Information Sciences

July 2020

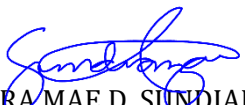
COMPUTER SKILLS

- Highly Proficient in Microsoft Office (MS Excel, MS Word Document, and MS Powerpoint)

CHARACTER REFERENCES

MINNA L. COMUYOG 5335-1787
Dean, College of Education
Polytechnic University of the Philippines

RUFFA MAE V. PANAL 5335-1721
Administrative Aide III
Polytechnic University of the Philippines


ZAIRA MAE D. SUNDIAM
Applicant's Signature