



NERISSA C. MARTINEZ

CONTACT

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EDUCATION

TERTIARY EDUCATION

Bulacan State University
Bachelor of Public Administration
Malolos, Bulacan, Philippines
2014-2018

SECONDARY EDUCATION

Centro de Malolos Institute (CMI)
Malolos, Bulacan, Philippines
2010-2014

PRIMARY EDUCATION

St. Clement Academy
Malolos, Bulacan, Philippines
2004-2009

Centro de Malolos Institute (CMI)
Malolos, Bulacan, Philippines
2009-2010

SKILLS AND ABILITIES

- Leadership and verbal communication
- Ability to organize, and work under extreme pressure, heavy workload and deadlines.
- Problem analysis, use of judgement and ability to solve problems efficiently
- Excellent customer service
- Outgoing personality
- An active learner

SEMINARS ATTENDED

SALIMBAYAN: Pagtatambal ng Iba't-ibang Disiplina sa Agham Panlipunan Tungo sa Makabuluhang Pagbabago
March 20, 2017
Valencia Hall, Bulacan State University

Promoting Inclusive and Accountable Public Administration for Sustainable Development
May 25, 2018
CSSP AVR, Bulacan State University

Valuing Public Administration by Promoting Transparency and Good Governance
September 17, 2015
Valencia Hall, Bulacan State University

PROFFESIONAL SUMMARY

My role as a toll teller trained me to have excellent communication and customer service skills. Additionally, being constantly under pressure resulted in satisfactory time management skills, multi tasking skills and decision making which I believe are the skills needed in this line of work.

EXPERIENCE

MANAGER

Larry Alma Bakery Supply and Gen Merchandise
April 2020-Present

NLEX Toll Teller

August 9, 2019 - March 15, 2020
Balintawak, East Libis Baesa, Caloocan City, Philippines

Legal Receptionist

Maria Eleanor Eusebio Law Office
2018
Capitol Compound, Mojon, Malolos City, Bulacan

Student Assistant/Office Staff

Aklatang Mariano Ponce
2014-2015
Bulacan State University

AFFILIATIONS

- Parish Commission on Youth
Vice President (2013-2018)
St. Michael the Archangel Parish
Dampol, Plaridel, Bulacan
- Lupon ng Kabataan ng Dampol
President (2013)
Dampol, Plaridel, Bulacan
- Supreme Student Council
Vice President (2012-2013)
President (2013-2014)
Centro de Malolos Institute
- Public Administration League (PAL)
VP for Publicity (2014-2015)
Bulacan State University
- Alliance of Public Administration Student (ALPAS)
Newly Elected Councilor (2018-2019)
Bulacan State University
- BuSU ONE Partylist
Newly Elected Executive Board (2018-2019)
Bulacan State University
- League of Mayors
Class Mayor (2017-2018)
Bulacan State University
- Local Student Council (CSSP)
Executive Committee (2018-2019)
Bulacan State University