

# Glenda Mae A. Angyok

Benguet, Philippines | <https://www.linkedin.com/in/glenda-angyok-19a89a151> | +639669179925 | 09maeglen@gmail.com

## EDUCATION

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### **Benguet State University**

*Bachelor of Science in Nutrition and Dietetics*

**Km 5, La Trinidad, Benguet**

*June 2019*

- Registered Nutritionist Dietitian 2019 (PRC 20037)

## WORK EXPERIENCE

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### **Leverage Recruitment Hub**

*Appointment Setter*

**Baguio City**

*April-July 2021*

- Generated leads and scheduled them a meeting with the company's sales representative through a voice dialer, live or non-live.
- Navigated salesforce in listing the properties that are sold or transferred.

### **Department of Science and Technology-Food and Nutrition Research Institute**

*Project Assistant*

**Bicutan, Taguig City**

*February 2020-March 2021*

- Edited and validated dietary data endorsed by the survey team to make a concrete basis for the final output of the research conducted.
- Assisted in machine validation and data cleaning for the publishing of the research.

### **Leidenschaft Academic Support Service**

*Note taker and Transcriptionist*

**Baguio City**

*September -November 2019*

- Transcribed the recorded lessons, audio or video, into bulleted forms to create a lesson material for the students with special needs.
- Took notes from the longer discussions and made a summary of the lessons for the students to review.

### **College of Home Economics**

*Special Program for the Employment of Students (SPES)*

**Benguet State University**

*June-July 2018*

- Aided the office's clerk by performing administrative tasks such as, maintaining the files, answering inquiries from interested students and scheduling meetings for parents and teachers.
- Prepared a variety of different written communications, reports and documents to ensure smooth operations.

### **Benguet General Hospital-Dietary Department**

*Special Program for the Employment of Students (SPES)*

**La Trinidad, Benguet**

*June-July 2016*

- Responsible for writing the dietary tabs of each patient before sending their meal
- Helped in the preparation and cooking of the patient's meal.

### **Office of the Provincial Agriculture**

*Special Program for the Employment of Students (SPES)*

**Wangal, La Trinidad, Benguet**

*June-July 2015*

- Assisted the officials and aides by rendering services related to work.

## SKILLS & INTERESTS

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### **Skills:**

- Customer and Client Relations
- Appointment Setting
- Research and data collection
- Administrative Support
- Technology skills: Microsoft Office, Google Suites