

MARY JOYCE A. TORREFIEL

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EDUCATION

University of the Philippines Cebu City, Cebu
Department of Psychology June 2023
Bachelor of Arts in Psychology

San Jose National High School Talibon, Bohol
General Academic Strand April 2019
Graduated with highest honors

SUMMARY OF QUALIFICATIONS

- Strong oral and written communication developed through volunteer and immersion experience
- Extensive background on research from psychological classes
- Adept in MS Office applications

EXPERIENCE

Ocular CRC Remote
Operations and Recruitment Intern February 2022 – Present

- Establish viable opportunities by creating a prospect list through LinkedIn Lead Generation.
- Support tasks involving operations assistance and research as delegated by the CEO.

Profiles Asia Pacific Remote
Assessment Intern May – July 2021

- Administered prescribed assessments to testing center candidates scheduled by various clients.
- Provided necessary assistance and support during the implementation of the Assessment Center projects including assessment development and revalidation phases in coordination with the assigned Assessment Specialist.
- Expedited necessary assistance and took an active role during the test development of a 250-item achievement test.

Local Government Unit of Talibon Talibon, Bohol
Human Resource Intern May – June 2019

- Performed various administrative functions, including paperwork filing, answering and responding inquiries from in-person and phone calls, and record keeping.
- Updated databases internally with necessary employee information.
- Prepared and updated job advertisements of job boards.

PhilHealth Talibon Service Office Talibon, Bohol
Customer Service Intern November – December 2018

- Sorted and categorized incoming correspondence and deliveries to help senior employees respond effectively to customer requirements.
- Assisted prospective and existing customers with registration and billing inquiries.

LEADERSHIP & ACTIVITIES

UP-Pahinungod

University of the Philippines Cebu

Tutor Volunteer

Cebu City, Cebu
March 2021 - Present

University of the Philippines Psychology Majors Association

Active Member

Cebu City, Cebu
August 2019 - Present

Student Technologists and Entrepreneurs of the Philippines

San Jose National High School

President

Talibon, Bohol
June 2016 – April 2018

CERTIFICATIONS

Positive Psychology

Coursera

Credential ID: E8CG8DZNWG4Q

Psychology of Popularity

Coursera

Credential ID: 5FLSVPW4HDZF

Psychological First Aid

Coursera

Credential ID: SVKFHBKK3LBX

A Life of Happiness and Fulfillment

Coursera

Credential ID: JDSYMP2XYNPP

The Science of Well-Being

Coursera

Credential ID: XBJ3KS6HHNUX

ADDITIONAL SKILLS & INTERESTS

Computer: Microsoft 365 (MS Teams, Word, Excel, PowerPoint), Google Suite (Gmail, Drive, Docs, Sheets, Slides, Forms, Calendar), Canva, Dropbox, LinkedIn

Interests: Public Speaking (Oration), Journalism (Feature Writing, Radio Broadcasting)