SHERINA LOVENE L. PADILLO

CONTACT

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0916-406-0138

SKILLS SUMMARY

- Knowledge in Microsoft applications and online research
- Good communication skills (oral & written)
- Project Management and Budgeting Planning
- Google Workspace
- Social Media Management

EXPERIENCES

P&P Teacup Philippines
June 2020 - January 2021

- Purchasing Manager
- Operations Manager
- Marketing Manager

ACHIEVEMENTS

- Pilipinas Shell Foundation Corporation Sholarship from (2018 - 2022)
- Mapua University Academic Awardee (2018)
  De La Salle - College of Saint Benilde Dean's Lister (2019 - 2020)

PERSONAL GOALS

To acquire a suitable position in an organization that will further develop my personality, potentials and skills and to perform responsibilities effectively and efficiently.

EDUCATIONAL HISTORY

Bachelor of Arts in Consular and Diplomatic Affairs
De La Salle College of Saint Benilde
S.Y. 2018 - 2022

Senior High School
Mapua University, Intramuros Manila
S.Y. 2016 - 2018

Junior High School
Malayan Highschool of Science
S.Y. 2014 - 2016

INTERNSHIPS

Political and Social Services Unit Intern
Team Kiko Pangilinan Internship Program
March - April 2021

- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Create functional and technical application documents
- Encoding of Data
- Preparation of Guarantee Letters for Medical Assistance
- Project Requests and Monitoring Sheet

Guidance Counselor Assistant Trainee
Mapua University SHS Guidance Office Immersion
January - March 2018

- Checking Basic Personality Assessment
- Tallying, Scoring and Checking Exit Paper survey
- Seminar about data privacy
- Annotating Psychological Data conducting procedures
- Front Desk Representative