

CHRISTINE B. BORROMEO

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SUMMARY OF QUALIFICATIONS

A hardworking and competent graduate of BS Psychology from University of Sto. Tomas - Legazpi formerly Aquinas University of Legazpi and a Registered Psychometrician with training and experience in psychological testing and assisting in psychological assessment of abused residents at DSWD. With an experience in making psychological report, administering and scoring of the tests and interpreting test score. With 3 years of work experience as Guidance Counselor and teaching in Senior High school and Elementary. With almost 4 years of work experience as an Assistant Human Resource exposed with functions hiring and selection and other administrative functions, seeks to contribute my knowledge, skills and competencies to the attainment of the company's goals and objectives.

EDUCATION

2014 – 2017 Bachelor of Science in Psychology
UST – Legazpi formerly Aquinas University of Legazpi
Rawis, Legazpi City

SKILLS

- Excellent Oral and Written Communication Skills
- Good Interpersonal Skills
- Good in Test Administration, Scoring and Interpretation
- Knowledgeable on Microsoft Office Applications (Excel, Word, Power Point)
- Event Organizing Skills
- Flexible and Open to changes
- Good Time and Stress Management Skills

ACHIEVEMENT

2018 Resource Speaker: Effective Study Skills and Stress Management
2017 Board Licensure Examination for Psychology and Psychometrician 2017 Passer
2016 Benemeritus (Research Paper)

EXPERIENCES and RESPONSIBILITIES

Company : Office of the Council City of Valenzuela
Address : Karuhatan, Valenzuela City
Inclusive Date : January 2021 - present
Position : Private Secretary
Responsibility :
Manage the appointments/schedule of activities
Provide administrative support to office
Prepare and manages confidential files and office records
Perform other tasks and designations

Company : Fairhope Academy Inc.
Address : Batasan Hills, Quezon City
Inclusive Date : June 2018 - 2021
Position : Guidance Counselor
Responsibility :

- Coordinates with teachers, administrators, resource specialist and/or community.
- Counsels student, teachers, and guardians.
- Develops a variety of special programs and classes.
- Monitor student's progress
- Prepares a wide variety of materials for documenting.
- Assists individuals to understand and overcome social and emotional problem.
- Supervise programs
Prepare and manages confidential files and office records
Handle critical and confidential matters
- Teaches classes and assist student during Career Orientation
- Monitoring and supervise all academic staff during absence of Principal

Organization : Psychology Society
Address : University of Santo Tomas – Legazpi, Rawis, Legazpi City
Inclusive Date : June 2014 – March 2017
Position : Member
Responsibility :

- An active member of the organization who assisted the officers in every projects and events of Psychology Society.

Company : Office of Guidance and Testing
Address : University of Santo Tomas – Legazpi, Rawis, Legazpi City
Inclusive Date : May 2017
Position : Trainee (OJT)
Responsibility :

- Administering and scoring the test of the new student and employee.

- Interpret the test scores of the new students and employees.
- Filling and organizing the confidential records of the old and new students.
- Assigned to do a psychological assessment to the abused residents in DSWD, Ligao.
- Assigned to make a psychological report.

Company : Demvels Enterprises,
Address : Marulas, Valenzuela City
Inclusive Date : June 2010 – May 2014
Position : HR Staff
Responsibility :

- Assigned in recruitment and selection.
- Assigned for the initial interview of the applicants.
- Deployment of the newly hired employees.
- Accomplishing daily reports.

Company : Phil. Gem Paints Incorporation
Address : Paso de Blas, Valenzuela City
Inclusive Date : March – May 2010
Position : Office Staff
Responsibility :

- Interact with the costumers.
- Taking costumers orders through telephone.
- Telephone operator.
- Filling and organizing company records.
- Maintaining the cleanliness and orderliness of the office.

SEMINARS

August 2020 : PAP-Clinical Psychology Division's : Realities and Challenges in Psychology Practice Today
October 2019 : Teaching Strategies for 21st Century Learners
September 2019 : NBS College Compassion Camp: Spot and Stop Suicide
June 2019 : How to become a Highly Effective Teacher
April 2019 : One in Psychology: Assembly and Learning Session for Psychometricians.
September 2018 : 55th PAP Annual Convention
 Fostering a Psychology of Well-being for the Filipino
February 2017 : 13th BRAPS Annual Convention Blurred Lines:
 Promoting Gender Equality by Integrating the Emphasis of Mental Health on Gender Sensitivity with Gender Equality

- January 2017** : Psychological Association of the Philippines – Junior Affiliates:
Emphasizing the Importance of Mental Health in the Philippine Setting
- October 2016** : Communication Skills Training
- : SOGIE: Understanding the Psychology of Gender and Sexuality
- August 2016** : PEP Talk: Preparing to Excel in your Profession
- July 2016** : PABALON: A Comprehensive Guide to Career and Employment for
Graduating Students
- June 2016** : Enhanced Placement Program Orientation
- February 2016** : BRAPS Annual Convention: Social Psychology: Its Role in
Understanding the Expression of Today’s Filipino Youth through Social
Media
- September 2015** : Structured Learning Experience: Nurturing the Mind, Enriching the
Profession Organizer

References

Louie Marciano
8290-2814c

Fairhope Academy Inc.
Batasan Hills, Quezon City
Admin Manager

Ma. Rosario N. Algaba, Rpm
09086024094

Office of Guidance and Testing
University of Santo Tomas – Legazpi
formerly Aquinas University of Legazpi
University Psychometrician

Cecile Prevendido
(02) 291 7721

Demvels Enterprises
Marulas, Valenzuela City
Admin Staff

I hereby confirm that the information provided above is, to the best of my belief, true and correct.