

MARIA CORAZON ODUCAYEN TOLENTINO

Pursuing opportunity which will allow me to grow professionally, while effectively utilizing my versatile skills set to help promote corporate mission and exceed team goals.

PERSONAL

- Name**
MARIA CORAZON ODUCAYEN
TOLENTINO
- Address**
#65 Rubio St. Barangay 6 San
Julian,
2906 City of Batac, Ilocos
Norte(PHIL); 515 East 22nd Street,
Brooklyn, New York,11226(USA)
- Phone number**
+639569218917
- Email**
corazonoducayen@gmail.com
- Date of birth**
13-11-1978
- Place of birth**
Batac, Ilocos Norte
- Gender**
Female
- Nationality**
Filipino
- Marital status**
Widowed
- Driving licence**
A,B

INTERESTS

- Reading books
- Gardening
- Interior Designing
- Free Consultation(Legal and Psychological)



WORK EXPERIENCE

- Feb 2018 - Aug 2022** **Guidance Office Coordinator**
Holy Spirit Academy of Laoag, Laoag City, Ilocos Norte
Guidance Coordinator supervises the guidance services of the school and work hand in hand with the administration in the implementation of the school vision mission goals.
- Aug 2019 - Dec 2020** **Philanthropic Director**
Diocese of Laoag, Laoag City, Ilocos Norte
Philanthropic Director assists the Bishop of the Diocese and its communities implement its advocacies, services in philanthropy.
- Jan 1999 - Apr 1999** **Human Resource Assistant**
Globe Telecommunications, Mandaluyong, Philippines
Assisted the company's Human Resource Manager.
- May 2000 - Feb 2006** **Guidance Coordinator**
College of the Holy Spirit Mendiola Manila, Metro Manila
Guidance Coordinator implements the Guidance Services to the tertiary level
- Apr 2022 - May 2022** **Volunteer**
Maria Isabel O. Hawk, Brooklyn New York
Volunteered in housekeeping job and in baby sitting children as a sign of gratitude to the family's kindness.
- Sep 2017 - Present** **Legal Assistant**
Private Law Practitioners, Ilocos Sur, Ilocos Norte, Metro Manila Philippines
Assist lawyers with their legal jobs.



EDUCATION AND QUALIFICATIONS

- Jul 2020 - May 2021** **Masteral in Guidance and Counseling**
St. Paul University, Quezon City, Metro Manila, Quezon City Metro Manila
Professional Growth and Development. Acquired knowledge and wisdom in realization and implementation of the guidance services.
- Jul 2017 - Sep 2017** **Paralegal Course**
University of the Philippines, Diliman, Quezon City, Quezon City Philippines
Attended paralegal training, hands on application of handling legal cases and procedures.
- Jun 1996 - Apr 2000** **Human Resource Development**
College of the Holy Spirit Mendiola Manila, Metro Manila Philippines
Graduated Tertiary Level
College Degree



REFERENCES

- Social Service System **Commissioner Ret. Judge Manuel L. Argel, Jr.**
+639178642999
noliargel@yahoo.com
- Department of Interior and Local Government **Joey A. Francisco**
+639668150640
- Holy Spirit Academy of Laoag **Rowena L. Piñol**
+639353918325
rowenapinol50@gmail.com
- National Bureau of Investigation **Regional Director Atty. Gelacio Bonggat**
+639776197271



SKILLS

- Computer Literate ★ ★ ★ ★ ★
- Critical Thinking and Problem Solving ★ ★ ★ ★ ★
- Teamwork and collaboration ★ ★ ★ ★ ★
- Professionalism and strong work ethic ★ ★ ★ ★ ★
- Oral and written communication skills ★ ★ ★ ★ ★
- Leadership ★ ★ ★ ★ ★