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 francesskliteawatin@gmail.com

 Block 3 Lot 7 St. Therese  
Subdivision, Balulang,  
Cagayan de Oro City

## SKILLS

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- Good at managing people
- Proficient interviewing skills
- Has good interpersonal skills
- Environment adaptability and flexibility
- Proven leadership skills
- Can speak effectively in a group settings
- Has a skill in writing research papers, case studies, reports, etc.
- Design questionnaire, surveys and test
- Collect, organize, analyze and interpret data
- Select, learn, and use appropriate computer applications for different task

## LANGUAGES

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- English
- Filipino

# FRANCESS KLITE B. AWATIN

## REGISTERED PSYCHOMETRICIAN

### PROFESSIONAL EXPERIENCE

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A graduate of Bachelor of Science in Psychology from Xavier University - Ateneo de Cagayan with knowledge in handling end-to-end recruitment process and psychological job related functions. A great communicator with superior interpersonal skills to work professionally with clients, coworkers, and management at all levels.

### WORK EXPERIENCE

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#### DOH - TRC CDO | Test Specialist I

January 2021 - Present

- Administer psychometric test
- Co-manage cases
- Prepares individualized treatment plan
- Conduct individual/group processing sessions to client/s and/or client's family

#### Pru Life UK - China Gold 4 | Recruitment Support

January 2019 - January 2021

- Assists financial advisers in recruitment
- Design electronic posters to attract candidates
- Communicate information and status to Branch Manager

#### Asia Select Inc. | Career Architect (Project-Based)

April 2018 - September 2018

- Conducts pre-screening interview
- Administer appropriate assessments and background checks to candidates, and make recommendations and endorsements to internal and external partners

### EDUCATION

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#### Xavier University - Ateneo de Cagayan, 2013-2017

Bachelor of Science in Psychology