Corina Brenda B. Cabello

STUDENT MENTOR

09773308762
corina.binondo1993@gmail.com
Blk 1 Lot 29, Woodsrow 1,
Talon 1, Las Pinas, 1747

SKILLS

- Google Certified Educator Level 1
- USA Certified Mental Health First Aid
- Certified Professional Coder-Apprentice
- TESOL Certified
- Test Administration

REFERENCES

Mrs. Dyna S. Del Prado, RGC
St. Scholastica's College-Manila
09276140434

Mrs. Lina B. Laigo
Philippine Womens University
09178307111

Mrs. Melanie Dionisio, RPsy, RGC
De La Salle College of Saint Benilde
09177256399

ABOUT ME

I am an experienced mental health advocate for almost 5 years now. I am also passionate in teaching English online.

WORK EXPERIENCE

Student Mentor

Elizabeth Seton School / Las Pinas / Jul 2019 - Present

- Guiding, mentoring, and supporting students through academic, cultural, emotional, and social transitions and difficulties to facilitate positive and beneficial student experiences.
- Forging and maintaining trusting and long-lasting student relationships to encourage transparency and open communication.
- Test administration and interpretation of yearly Guidance Tests.
- Attends to general queries of students, faculty and visitors of the Center for Student Well- being.
- Prepares agenda for meetings, takes down, transcribes and distributes minutes of meetings.
- Maintains, safe keeps and organizes files, reports and confidential records of the office.

Guidance Associate

St. Scholastica's College-Manila / Manila / Oct 2017 - Jul 2019

- Guiding, mentoring, and supporting Senior High School and Night Secondary students through academic, cultural, emotional, and social transitions and difficulties to facilitate positive and beneficial student experiences.
- Forging and maintaining trusting and long-lasting student relationships to encourage transparency and open communication.
- Test administration and interpretation of yearly Guidance Tests.
- Attends to general queries of students, faculty and visitors of Counseling and Testing Center.
- Prepares agenda for meetings, takes down, transcribes and distributes minutes of meetings.
- Maintains, safe keeps and organizes files, reports and confidential records of the office.

Guidance Staff

Philippine Womens University / Manila / Sep 2016 - Sep 2017

- Guiding, mentoring, and supporting college students through academic, cultural, emotional, and social transitions and difficulties to facilitate positive and beneficial student experiences.
- Forging and maintaining trusting and long-lasting student relationships to encourage transparency and open communication.

- Test administration and interpretation of yearly Guidance Tests.
- Attends to general queries of students, faculty and visitors of Counseling and Testing Center.
- Prepares agenda for meetings, takes down, transcribes and distributes minutes of meetings.
- Maintains, safe keeps and organizes files, reports and confidential records of the office.

Employee Welfare Officer

Q2 HR Solutions / Makati / Apr 2016 - Aug 2016

- Attend to all concerns of employees communicated through phone and/or e-mail.
- Monitor and ensure resolution of all concerns received from PeopleCare Portal within the agreed turnover time.
- Communicate with Internal departments the concerns received from PeopleCare Portal to ensure resolution.
- Keep an updated record of e-mail addresses of all CORE employees.
- Communicate with the employees updates and resolutions of their concerns.
- Provide weekly PeopleCare Portal dashboard report to CORE team.
- Route and monitor clearances and other documents to departments.
- Submit names of completed Exit Clearances to Payroll and Employee Services c/o Receptionist for scheduling of release and creating of COE.
- Facilitate the Pulse of the People (PoP) survey to employees and provide summary of findings to CORE team.
- Facilitate Exit Interview.
- Attend HR Helpdesk with HR Advisors and act as keeper of the minutes of said meetings.
- Act as document keeper for paper-based-exit interviews, Pulse of the People surveys, PeopleCare portal, and clearance.

ESL Teacher

Tutu English/HomeBased ESL Teacher

August 2017-Present

- Conducting lessons online
- Presenting lessons and to attentively listen and answer students' questions
- Setting up schedules of classes
- Makes detailed reports
- Regular contact with student thru web
- Determining student's development and progress
- Rating performances of students

Business Owner

SBSC Souvenir Shop / Cavite / Jul 2018 - Present

- Manages souvenir and printing shop

EDUCATION

Bachelor

Centro Escolar University Makati / Makati / 2016

Bachelor of Science in Psychology

Master of Arts

De La Salle University Manila / 2017

Master of Arts in Counseling 39 units

De La Salle University Dasmarinas / 2021-present

Master of Education Major in Guidance and Counseling (On-going Thesis)

Certification

Healthcare Coding and Billing Institute Medical Coding / Makati / 2019

- Certified Professional Coder – A (CPC-A) Member ID #: 01757185