

Jessamine Eve Bulanadi Suba

Prk. 2 San Roque, Bitas, Arayat, Pampanga, Philippines
0915-670-8588
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Objective: To secure a job opportunity in an institution where I can utilize my educational skills, experiences and passion to its fullest.

Educational Attainment:

Graduate School: Undergraduate (Thesis 2)
Master of Arts in Psychology major in Clinical Psychology
Angeles University Foundation
June 2015- 2019

Canadian Equivalency One and one-half years of undergraduate study

Tertiary: Bachelor of Science in Psychology
Holy Angel University
2010-2014

Canadian Equivalency Secondary school diploma and diploma (two years)

Secondary: Justino Sevilla High School
Cacutud, Arayat, Pampanga
2006-2010

Eligibility:

Psychometrician Licensure Examination	October 2014 - E	Reg. No. 0000964
Child Psychology Certification	October 7 2020	1TOSJS61

Experiences:

Part-time Instructor (2nd Semester S.Y. 2019-2020, - 2021)

Holy Cross College, Inc.

- Understanding Self, Contemporary World, and Arts Appreciation
- Experimental Psychology, Educational Psychology, Understanding Self
- Gender and Society
- Research in Psychology 1

HR Assistant and Guidance Officer

Adelle Grace Montessori School, Inc., May 2014- March 2019

HR Assistant

- Implements recruitment policies, guidelines and procedures such as testing of applicants
- Maintains Administrative records, 201 files of employees and HR system
- Prepares disciplinary notices, memos and other documents requested by employee
- Conducts employee orientation
- Maintains quality service by following organization standards
- Arranges and plans events for employees' engagement programs

Guidance Officer

- Maintains students' records and documents
- Monitors Students' Activities
- Market the school by doing Career Guidance in other schools
- Attending students' concerns
- Responsible for Testing and Career Orientations
- Organizing and Managing school events
- Other services offered by the Guidance Office

- **Part-time Teacher (S.Y. 2016-2018)**
 - Taught Personal Development
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Personal Information:

Nationality : Filipino
Date of Birth : December 21, 1993
Gender : Female
Height : 5'6"
Civil Status : Married
Language : **English (Proficient)**, Tagalog & Kapampangan

Skills:

- **Proficient on Microsoft Office applications.**
 - **Excellent written and oral communication skills.**
 - **Can communicate spontaneously in various situations.**
 - **Can work on limited supervision.**
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Seminars/ Workshops/ Conferences:

November 23-24 2017 Enriching Counseling Practice and Strengthening Mental Health Advocacy
Holy Angel University

Character References:

Glyness R. Maminta

Principal, Adelle Grace Montessori School, Inc.
Arayat, Pampanga
09051317080

Glaiza D. Pangan

Guidance Counselor
Justino Sevilla High School
Arayat, Pampanga
09168202681

I hereby certify that the above information are true and correct to the best of my knowledge and beliefs.

Jessamine Eve Bulanadi Suba
Applicant