

# KATRINA P. MANINANG

#13 Barcarse Street, Cupang Proper City of Balanga Bataan 2100, Philippines

Mabrys0922@gmail.com

09672405900

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## PERSONAL INFORMATION

Place of Birth : Orani Bataan  
Date of Birth : 11-27-1987  
Sex : Female  
Status : Married  
Nationality : Filipino  
Religion : Roman Catholic  
Height : 5'6  
Weight : 180  
Father's Name : Antonio Padua  
Mother's Name : Catalina Padua

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## EDUCATIONAL BACKGROUND

College : Arellano University  
Address : Legarda Manila, Philippines  
Course/Program : BSED major in Mathematics  
Date Program Completed : March 2018  
High School : Holy Rosary Parochial  
Institute  
Address : Orani Bataan, Philippines  
Course/Program : 4<sup>th</sup> Year Level Graduate  
Date Program Completed : 2004

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## WORKING EXPERIENCE

### Job #5

Employer Name : The School for Creative Minds and Arts  
Position : Early Childhood Teacher – { Math  
Teacher Grades 1-6 level } & HR Staff  
Street Number and Name : Jp Rizal St.  
City : City of Balanga Bataan  
State/Province : Bataan  
Country : Philippines  
Postal Code : 2100  
Start Date : February 15, 2023  
End Date : present  
No. of Hrs. worked/Week : 8hrs/week  
Supervisor's Name : Blessil Castro  
Employer's Contact No. : 047 (240-5788)

#### Job Details

- Teaching (storytelling, poems with actions, paper activities and board activities)
- Changing pampers and feeding the kids with their milk
- Teaching the day to day activities of a kid (wearing and removing of clothes, socks and shoes)
- Teaching Math in all grade levels after Preparatory Time (teaching using different system that can attract the kids to love numbers sometimes we use arts, music, dramatization in identifying the specific lesson.
- Assist with the day to day operations of an office by doing filing paperwork, answering queries from parents, preparing documents for meetings and DepEd, managing the calendar. (In my vacant time)  
Assist with the recruitment and record maintenance and payroll processing as well as provide clerical support to all employees

### Job #4

Employer Name : Vector Outsource Solutions Philippi  
(part-time at night) pandemic days  
Position : Supervisor/SME  
Street Number and Name : Manila  
City : Makati  
State/Province : Manila  
Country : Philippines  
Postal Code : 1226  
Start Date (mm/dd/yyyy) : *September 3, 2021*  
End Date (mm/dd/yyyy) : *February 1, 2023*  
No. of Hrs. worked/Week : 8hrs/week  
Supervisor's Name : Celeste Ramirez  
Employer's Contact No. : 02 (7507-6025)

#### Job Details

- Handling 15 individuals and offshore outsourcing partner to perform covid testing.
- Coordinated with the lab regarding with the result of Covid Test and sending out via email.
- Organized and updating patient profile.
- Report on performance to the manager
- Helping to develop different strategies to reduce bad survey.
- Report generation, Data collection and analysis techniques.
- Problem-solving, troubleshooting skills and collecting data.

### Job #3

Employer Name : The School for Creative Minds and Arts  
Position : Elementary Teacher (English & Math  
Grades 1-6)  
Street Number and Name : HR Staff  
City : Jp Rizal St.  
City : City of Balanga Bataan  
State/Province : Bataan  
Country : Philippines  
Postal Code : 2100  
Start Date (mm/dd/yyyy) : June 2017  
End Date (mm/dd/yyyy) : present  
No. of Hrs. worked/Week : 8hrs/week  
Supervisor's Name : Nellaine Padua  
Employer's Contact No. : 047 (240-5788)

#### Job Details

- Teaching English and Math Subjects from Grade 1 to Grade 6 level.
- Assist with the day to day operations of an office by doing filing paperwork, answering queries from parents, preparing documents for meetings and DepEd, managing the calendar.
- Assist with the recruitment and record maintenance and payroll processing as well as provide clerical support to all employees. (in my vacant time)

### Job #2

Employer Name : Sutherland Global Services  
Position : CONSULTANT ( CSR / TSR )  
Street Number and Name : Angeles City  
City : Clark Angeles City  
State/Province : Pampanga  
Country : Philippines  
Postal Code : 2009  
Start Date (mm/dd/yyyy) : *April 2012*  
End Date (mm/dd/yyyy) : *March 2017*  
No. of Hrs. worked/Week : 8 hrs/week  
Supervisor's Name : Raquel Dimacasa  
Employer's Contact No. : 45 (759 – 3691)

#### Job Details

- Identifies, investigates, and resolves users problems with computer software and hardware

- Support via call, chat, email and/or other communication from users with inquiries regarding software programming, connectivity, and similar concerns.
- Problem-solving, Troubleshooting skills and collecting data.
- Selling Microsoft Operating System and other Microsoft Products.

**Job #1**

Employer Name	:	The School for Creative Minds and Arts
Position	:	Teacher Aide (pre-school and elementary level and Hr Admin Staff
Street Number and Name	:	Jp Rizal St.
City	:	City of Balanga Bataan
State/Province	:	Bataan
Country	:	Philippines
Postal Code	:	2100
Start Date (mm/dd/yyyy)	:	June 2007
End Date (mm/dd/yyyy )	:	March 2010
No. of Hrs. worked/Week	:	8hrs/week
Supervisor's Name	:	Joan Agustin
Employer's Contact No.	:	047 (240-5788)

**Job Details**

- Assisting the Teacher (storytelling, poems with actions, paper activities and board activities)
- Assist with the day to day operations of an office by doing filing paperwork, answering queries from parents, preparing documents for meetings and DepEd, managing the calendar.
- Assist with the recruitment and record maintenance and payroll processing as well as provide clerical support to all employees.

*“I hereby certify that all given information above is true and correct to the best of my knowledge.”*




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**KATRINA P. MANINANG**