



REYNA MAE P. LICUDO

An accomplished and driven professional with integrity, efficiency and unmatched drive. Possessing a proven ability to contribute to a company at both strategic and operational level when delivering people management strategies. Willing to serve as a competent team member or an individual player.

Contacts

- 156 Brgy. Rizal, Rosales, Pangasinan, Philippines
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Educational Background

Master's in Public Administration
Lyceum Northwestern University
2022

Bachelor of Science in Psychology
Saint Louis University, Baguio City
2018

License and Certificate

- PRC Licensure Psychometrician Examination, 2018
- Certified Human Resource Associate, 2024

References

Mr. Noel L. Rulloda
MLGOO VI
Rosales, Pangasinan
+63 908 735 4569

Dr. Nhorly U. Domenden
Psychologist
Urdaneta City University
+63 939 902 6188

Professional Experience

Administrative Assistant II

- Local Youth Development Officer Designate (2021-Present)
- Secretary to the Municipal Safety Seal Committee (2021-Present)
- Secretary to the Local Inter-Agency Task Force against COVID-19 (2021)
- Secretary to the Municipal Scholarship Screening Committee (2021-2022)

Local Government Unit of Rosales, Pangasinan
15 March 2021 – Present

Administrative Staff

Office of the Mayor LGU-Rosales, Pangasinan
16 March 2020 - 15 March 2021

College Instructor

Urdaneta City University
3 February 2019- 16 December 2020

ON-THE-JOB TRAINING

Office Staff

City Human Resource Management Office City Government of Baguio
A.Y. 2017-2018 (Second Semester)

Teacher Assistant in SPED

Saint John Paul II Learning Center, Inc.
A.Y. 2017-2018 (First Semester)

Student Counselor

Saint Louis University Guidance Center Extension Schools Program
Saint Louis University Laboratory High School, Baguio City
Saint Louis University Laboratory Elementary School, Baguio City
August 2017-May 2018

- Counseling sessions for elementary, middle, and high school students and prepared weekly counseling reports.
- Proctor of various personality and intelligence tests
- Trained to facilitate group dynamics
- Clerical experience which includes filing, keeping records, and counseling report writing, functions are not limited to what is stated functions include helping the Guidance Counselor and Psychometricians with other administrative tasks
- Maintained utmost discretion when dealing with sensitive topics

Trainings and Seminars

Capacity Building on the use of GeoRisk Platforms for the Province of Pangasinan

Department of Science and Technology Philippine Institute of Volcanology and Seismology
2024

Civil Society Organization (CSO) Desk Officers Pilot Clustered Training: Strengthening CSO Desk Officers Established in LGUs

Department of Interior and Local Government
2023

EMPOWER SK: Leadership and Capacity Building

Department of Interior and Local Government and National Youth Commission
2022

Orientation on Gender and Development (GAD) Mainstreaming and Institutional Mechanisms

Department of Interior and Local Government and Municipal Government of Rosales, Pangasinan
2019

Training-Workshop on Writing Research Proposals

Urdaneta City University
2019

Changing Views to Cope with Stress

Saint Louis University
2018

Between Breakage and Breakthrough: Coping Healing, and Living Through Self-Compassion

Saint Louis University
2018

From Where We Stand: The Issues and Milestones of Mental Health in the Philippines

Saint Louis University
2018

Understanding and Teaching Children with Special Needs

Saint Louis University
2018