

VIVIRLY M. MADANLO
GAISANO MATINA PANGI, DAVAO CITY
PHILIPPINES 8000
09533884068



PROFESSIONAL EXPERIENCE

Duration : November 2023- November 2024 (Present)

Position: Social Worker

Company: Ricardo Limso Hospital

Location: Davao City, Philippines

Department: Medical Records

Duties and Responsibilities

- Make Case Study about Patients Problem
- Make Endorsement Letter
- Responsible for offering the support and resources that patients need
- Ability to work independently
- Supports psychosocial needs of patients
- Provide support/interventions in stressed filled situations
- Assess and facilitate financial needs of patients
- Issued Certification for Government Assistance

Duration : April 10- May 16, 2023

Position: Human Resources (HR)

Company: 3M3 Manpower Services

Location: Toril Davao City, Philippines

Department: Human Resource

Duties and Responsibilities

- Responsible for managing every aspect of the employment process, including orientation, and training new staff members
- Assist with payroll management, so employees receive their paychecks on time
- Assist in resolving employees conflict
- Addressing employee questions or concerns related to HR policies

Duration : March 2015- May 2016

Position: Service Crew

Company: Pot and King Potato Monster

Location: Gaisano Mall Bajada Davao City, Philippines

Duties and Responsibilities

- Cook Food
- Performs Cashiering duties
- Serves Food
- Maintaining a clean and organized workspace
- Answers questions on meal items
- Providing prompt and friendly customer service

Duration : March 2013- December 2014

Position: Vegetables Picker

Company: Farmers Land

Location: Davao Oriental

Duties and Responsibilities

- Harvesting Corn
- Selecting and preparing the land for planting, sowing seeds, or transplanting seedlings
- Harvesting Eggplant and Tomato and any other vegetables

SEMINARS AND TRAININGS ATTENDED

- “Basic Budgeting Skills” (October 17,2019)
- “Psychiatric Social Work” (October 16, 2019)
- “Exploring the Core of Adoption” Seminar (October 15, 2019)
- “Social Work Practice Handling VAWC” Seminar (October 14, 2019)
- “Social Work Practice Handling Children in Conflict with the Law” (October 9, 2019)
- Gender Sensitivity Awareness
- Counselling in Crisis Situation

EDUCATIONAL BACKGROUND

College Graduate : University of Mindanao

Bachelor of Science in Social Work SY: 2022-2023

Passed Licensure Examination for Social Workers

September 25, 2023

PERSONAL DATA

Date of Birth	:	October 19,1997
Place of Birth	:	Davao Oriental
Height	:	5'1 ft.
Weight	:	55kg.
Civil Status	:	Single
Citizenship	:	Filipino