

CHRISTINE JADE LOZANO DUEÑAS

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To obtain a position as Social Worker out of the passion to help others; to use organizational, active listening skills and holistic approach along with a degree in social work, to help individuals lead more balanced lives.

CORE COMPETENCIES

- Communication Proficiency
- Regulatory Compliance
- Problem Solving Analysis
- Client Focus
- Computer Literate

PROFESSIONAL EXPERIENCE

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT- *Regional Center Coordinator*

San Fernando, Pampanga

Social Welfare Officer I, July 2023 – April 2024

Functions & Responsibilities

- Overall Monitoring and Evaluation (M&E) Officer.
- Prepare the monthly monitoring database of PGS-SCIP.
- Develop and strengthen monitoring, inspection and evaluation procedures of all the programs.
- Monitor all project activities, and progress of the office programs towards achieving the project output in coordination with the Social Workers, Technical and Administrative Staff and Financial Analyst.
- Prepares communication and narrative reports under the supervision of the Division Chief.
- Client Satisfaction Measurement Report Officer.
- Augmentation on Assistance in Crisis Intervention payout fieldwork.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT- *Crisis Intervention Section*

San Fernando, Pampanga

Administrative Assistant II, December 2022 – June 2024

Functions & Responsibilities

- Review liquidation report attachments as to validity and completeness.
- Encodes client's information in CRIMS offline
- Provide technical support during payout.
- Augmentation on Assistance in Crisis Intervention assessment process.

EDUCATION

ILEAD-MEDIC SCHOOL FOR HEALTH CARE SCIENCES- Philippines
Caregiver, December 2022- June 2023

DON HONORIO VENTURE STATE UNIVERSITY, Philippines
Bachelor of Science in Social Work, 2018- 2022

TECHNOLOGY SUMMARY

MS Office (Word, Excel, Outlook & Powerpoint) – Windows (all)
Canva

PERSONAL DETAILS

Nationality	:	Filipino
Civil Status	:	Single
Religion	:	Christ the King Order
Language Skills	:	English
Age	:	23 years old