

ANGELIQUE MAY RIMANDO CARBONELL

3F LUBIANO ST., LINGSAT, SAN FERNANDO CITY
LA UNION, 2500, PHILIPPINES
+63917-564-2661
anjcarbonell@gmail.com



OBJECTIVE:

To seek advancement in my position for better experience and opportunities.

QUALIFICATIONS AND SKILLS:

- Safety Officer 2
- Resource Speaker
- Strong interpersonal relationships and flexible team player
- Good communication skills
- Effective Writing Skills
- Guidance and counseling skills
- Research Skills
- Clerical Skills
- Driving Skills
- Proficient in Microsoft Office
- Passed Civil Service Examination- Professional Level (2017)
- Passed Civil Service Examination- Sub-professional Level (2015)

EDUCATION:

BACHELOR OF SCIENCE IN PSYCHOLOGY 2013 - 2017
SAINT LOUIS UNIVERSITY
Baguio City, 2600, Benguet

MASTERS IN BUSINESS ADMINISTRATION 2018 - PRESENT
SAINT LOUIS COLLEGE
City of San Fernando, 2500, La Union

EXPERIENCE:

ADMINISTRATIVE AND CLERICAL WORK – Department of Labor and Employment
Position: Administrative Aide VI

- Facilitates office communication systems
- Receives incoming documents
- Transmits outgoing documents

- Files documents
- Prepares office communications
- Checks daily time record of office employees
- Maintains employee records
- Prepares notice of meeting and acts as secretariat
- Schedules conferences
- Maintains and compiles hard and digital copies of employees' records
- Performs Clerical Functions
- Performs administrative support functions
- Upgrades skills for professional growth
- Assists technical staff in salary distribution
- Assists in verification of payrolls
- Assists technical staff with client requests regarding employer-employee issues, rules, and regulations
- Assist walk-in clients with application procedures
- Order and track office supplies and forms
- Conducts inventory of supplies and materials

STUDENT COUNSELOR - Pugo Catholic School
 - Baguio Central School
 - Saint Louis University - Laboratory High School

- rendered counseling to students to guide them in their problems and future decisions and career

HOMEROOM FACILITATOR - Pugo Catholic School
 - Baguio Central School
 - Saint Louis University - Laboratory High School

- conducted group and individual activities to enhance the student's creativity and decision making, and to strengthen relationships with other people inside and outside the classroom setting

ADMINISTRATIVE AND CLERICAL WORK - Saint Louis College
 - Saint Louis University – Lab. High School

- entered data in computer and filed records of students

PROCTOR PSYCHOLOGICAL TESTS - Saint Louis University

- proctored Freshmen Personality Test
- assisted and helped in tallying and interpreting data during the undergraduate research

RESOURCE SPEAKER

A. Bangko Sentral ng Pilipinas, San Fernando, La Union

- Shared knowledge and insights on Stress Management during the Health and Wellness Festival Held at the Bangko Sentral ng Pilipinas La Union Regional Office
- B. Bobonan National High School, Pozorrubio, Pangasinan
- Shared knowledge and insights on Career Guidance to Grade 10 students

SEMINARS ATTENDED:

- Basic Occupational Safety and Health Training conducted by Occupational Safety and Health Network at Ciudad Fernandino, Urdaneta City, Pangasinan held on January 28 - February 01, 2019
- Communication Skills Enhancement Training: A Public Speaking Course conducted by National Economic and Development Authority Regional Office 1 held on December 14, 2018
- Seminar-Workshop on Facilitating and Public Speaking Skills of Migrant Desk Officers in Region 1 conducted by Overseas Workers Welfare Administration held on October 04-05, 2018
- Code of Conduct and Ethical Standards for Public Officials and Employees, RA 6713, Sexual Harassment Unlawful in the Employment, RA 7877 (cum Cender & Development), Ease of Doing Business and Efficient Delivery of Government Services, RA 11032, An Act Strengthening Compliance with Occupational Safety and Health Standards, and Providing Penalties for Violations thereof, RA I I0581 and Data Privacy Impact Assessment conducted by Department Labor and Employment at Venus Park View Hotel, Baguio City, Benguet held on September 27-28, 2018
- Effective Written Communication Skills Training conducted by Civil Service Commission RO1 at Juan Luna Hall, CSC RO1 Training Center held on April 24-25, 2018
- Emphasizing the Importance of Mental Health in the Philippine Setting conducted by Psychological Association of the Philippines - Junior Affiliates at SMX Convention Center, Mall of Asia, Pasay City and at the Intramuros Schools held on January 20-21, 2017
- I Am Involved: Raising Competence as Health Professionals conducted by Saint Louis University, Sunflower Children's Center in coordination with the Psychology Department at Gerard Decaestecker Function Hall, SLU Navy Base Campus, Claro M. Recto Street, Baguio City held on October 18, 2016
- Psychology and Asian Societies in Midst of Change conducted by Psychological Association of the Philippines - Junior Affiliates at SMX Convention Center, Mall of Asia, Pasay City and Far Eastern University, Manila held on January 22-23, 2016

CHARACTER REFERENCES:

Fr. Gilbert B. Sales, CICM
President
Saint Louis University, Baguio City, 2600, Benguet
+63917-850-4030

Ms. Jennifer S. Carranza
College Professor
Saint Louis University, Baguio City, 2600, Benguet
+63999-966-7650

Dir. Nathaniel V. Lacambra
Regional Director
Department of Labor and Employment Regional Office 1
+63915-615-3282