

Jonalyn Joy N. Carranza

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Personal Information

Name: Jonalyn Joy Navarro Carranza
Gender: Female
Age: 23
Date of Birth: August 23, 1996
Marital Status: Single
Occupation: Fresh Graduate of Bachelor of Science in Psychology
Religion: Roman Catholic
Interests: pampering myself (especially hair and nails), cooking, mingling with my friends and doing paper works.

Objective

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

Work

KHW V.A.S. Enterprises, Baguio City

Experience

Virtual Assistant /Accounting HR December 2017 – January 2019

Client: Christopher Walker & Ananda Botello

- ✓ Contract making
- ✓ Social Media Administrating
- ✓ Company Presentation maker

Client: Ron

- ✓ Cold Calling
- ✓ Property Research
- ✓ Data Entry

Client: Matt Coole

- ✓ Rent Ledger Making

HR Duties:

- ✓ Payroll (day shift)
- ✓ Interview new employees
- ✓ Process Business papers
- ✓ Handling company funds (for team building, office decorations etc.)

EXPERIENCIAL DUTY, University of the Cordilleras, Baguio City

Baguio General Hospital (Psych Ward) as Student Occupational Therapist, September – October 2017

Education

OJT Intern, University of the Cordilleras, Baguio City, Benguet

Baguio City National High School as Student Guidance Counselor,
January 2018- March 2018

ISTILO Salon, Baguio City, Benguet

Cashier, January 2015 – April 2015

University of the Cordilleras, Baguio City, Benguet

- *Bachelor of Science major in Psychology,* September 2015 – August 2018

TESDA, Baguio City, Benguet

- *NC II Beauty Care,* September 2014 – January 2015

University of Baguio, Baguio City, Benguet

- *Bachelor of Science in Tourism Management,* June 2013- June 2014

Pinsao National High School, Baguio City, Benguet

- 2009 – 2013

Pinsao Elementary School, Baguio City, Benguet

- 2003 – 2009

Seminars

“Igniting Team Spirit, Sustaining Great Results”

A team building and basic facilitation workshop

(January 12-13, 2018) University of the Cordilleras

Attended

“Stepping Into the Corporate World: Leveraging Industrial and Organizational Psychology for Success”

- (February 3, 2018) University of the Cordilleras

“Assessment Psychology: Building the Solid Ground”

- (February 10, 2018) University of the Cordilleras

“Theories of Personality: Identity and Personal Growth”

- (March 3, 2018) University of the Cordilleras

“Abnormal Psychology: Mental Health and Well Being”

- (March 10, 2018) University of the Cordilleras

“The Arts of Answering Question: Test Strategies”

- (March 19, 2018) University of the Cordilleras

Skills

- Flexible and enable to do multi-tasking
- Computer literate
- Can work under pressure
- Hardworking and dedicated
- Open to new ideas
- Effective time management, organized, reliable and fast-learner

References

Wilmalyn A. Awingan, RGC, Rpm
Practicum Adviser
Head, Psychology Dept.
College Professor University of the Cordilleras
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Herminio F. Sagario, Ph.D
Thesis Adviser
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