

JOANA MAE C. MONDELO

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121G Flores St., Brgy 177, Malibay, Pasay City, Manila, Philippines, 1300



Eager to embark on an opportunity to apply academic knowledge, develop practical skills, and contribute to organizational success while building a foundation for a professional growth.

EDUCATION

COLLEGE

Rizal Technological University

Bachelor of Science in Office
Administration - Legal Track
Inclusive year: 2021 -2025

SENIOR HIGH SCHOOL

Liceo de Masbate

Accountancy, Business, and
Management (ABM)
Inclusive year: 2018-2020

JUNIOR HIGH SCHOOL

Don Benito Maristela Memorial High School (DBMMHS)

Inclusive year: 2015 - 2018

ELEMENTARY SCHOOL

Sto Niño Elementary School

Inclusive year: 2008 - 2014

SKILLS & COMPETENCIES

- Leadership
- Typing Skills - 70 WPM
- Creative Design
- English Proficiency
- Organize
- Multi-tasker
- Event Management
- Verbal and Written Communication
- Teamwork

EXPERIENCE

WORK IMMERSION

LEGAZPI SAVINGS BANK

DEC2019 - JAN2020

- Organizing documents into specific folders or files based on their type or purpose, such as loan applications, customer inquiries, or financial statements.
- Carefully feeding cheques into the scanner, making sure to handle each one gently to avoid damage.
- Reviewing scanned images for clarity and completeness, ensuring that all information was legible and correctly captured.

INTERNSHIP

JAN 2025 - APR 2025

EDGEPOINT TOWERS INC.

Legal Department

- Perform research on laws and regulations, and other matters as may be assigned.
- Provide administrative and clerical support, including in organizing and maintaining legal files and handling correspondence.
- Assist in maintaining corporate records, preparing board resolutions, minutes, and other tasks for corporate housekeeping.
- Business Permit online filings, and notarizations.
- Database entries and summary reports especially as periodically required by the Group.

ACHIEVEMENTS AND CERTIFICATION

- NATIONAL CERTIFICATE III - Events Management (2024)
- NATIONAL CERTIFICATE II - Customer Service (2024)
- Consistent Dean Lister (2021-2024)
- With Honors (2020)
- With Honors (2019)
- Salutatorian (2014)
- Representative - District MTAP Math Challenge (2014)
- Representative - Mathematics District Festival of Talent (20214)
- Representative - District Seminar - Workshop on Campus Journalism (2012)
- Representative - District Academic Quiz Bee (2008)

SEMINARS

- HR Congress 2022: Navigating the World of Human Resource and Work
- Michael Porter Series 2024: Business Management Functional Strategies and Practices
- Jobs.180 Career Session: Marketing ME Live 2025 at Rizal Technological University

LEADERSHIP

- **Academic Organization** - Treasurer (2022-2023)
- **Facilitator** - Amazing Race Kids: TESDA Masbate Provincial Office - (2019)
- **Student Government Organization** (SGO) Secretary - (2017)
- **PASOA Head Committee - Arts and Design Team:** Webinar (2023)
- **Committee Head** - Program Flow: "Thriving Mind and Cultivating Mental Health at Work Webinar (2024)
- **Arts and Design Committee** - Michael Porter Series 2024: Business Management Functional Strategies and Practices Webinar