**KIEMFER LAINE RAMOS MADLA**

E-MAIL ADDRESS: [**kiemferlaine@gmail.com**](mailto:kiemferlaine@gmail.com)

Mobile No.: **09758976432**

# PROFILE

Worked in the academic industry for 6 years with both teaching and administrative function and almost 2 years in the corporate industry with community and clerical function. My dedication is to provide clienteles with appropriate services that will enable the organization to function successfully. Adheres to policies and regulations in accordance to the institution’s standard operating procedures and guidelines.

# EMPLOYMENT HISTORY

**ACADEMIC INDUSTRY**

**Instructor 1**

Cavite State University-Imus June 2013-June 2018

-Designs and implements modules and teaching methods to increase learning engagement of students.

-Observes strict school rules regarding student disciplinary issues.

-Handled thesis of BA Journalism students as Thesis Adviser.

**Department Secretary/ Registration Adviser** Department of Languages and Mass Communication Cavite State University-Imus

June 2013-April 2018

-Plots teaching schedule of teachers for each semester coordinated to the Registrar’s office.

-Tracks the record of students per semester.

-Maintains and keep records of administrative documents of the department

-Manages faculty communications.

**Administrative Assistant III** Cavite State University-Imus April 2014-June 2014

-Involves in managing and distributing information within the institution.

-In charge of sending and receiving correspondence from administrators and students.

## PERSONAL INFORMATION

**Present Address:**

*Curie St. Palanan, Makati City*

**Permanent Address:**

*033 Debara St. Purok 161 San Jose, Tagaytay City, Cavite, 4120*

**Date and Place of Birth:**

*June 24, 1992*

*Dasmariñas City, Cavite*

## SKILLS

* Strong work ethics
* Adaptability
* Problem Solving
* Time Management
* Critical Thinking
* People skills

## AFFILIATIONS

* The Edukcircle Member

2013-2015

* Sangguniang Kabataan Kagawad

2008-2012

* Supreme Student Government *Francisco Perez Tolentino Memorial High School*

## President

2007-2008

**Year Level Representative**

2004-2007

**EMPLOYMENT HISTORY**

**Graduate School Secretary**

Lyceum of the Philippines University - Cavite Octo- ber 2012-June 2013

-Supervises the graduate school office by proper and well

management with the Graduate School Assistant Dean, professors, students and administrative staff.

**Research Assistant**

Lyceum of the Philippines University - Cavite October 2012-June 2013

-Coordinates to the Research Director, Faculty Researchers and students regarding University researches.

-Organizes research forums and symposiums.

-Involves in managing and distributing information within the institution.

-In charge of sending and receiving correspondence from administrators and students.

**CORPORATE INDUSTRY**

**Communication Officer**

DV Boer Farm International Corporation/ Magsasaka Inc. August 2018-January 2020

-Reports and directs to the Director of External Affairs to sustain the development of the department.

-Communicates with different private institutions and government agencies for linkages, partnerships and memberships.

**Project Coordinator (Social Media)**

August 2018-May 2019

-Handles and manages the social media platforms of Sen. Francis Tolentino for his senatorial candidacy.

-Responsible for creating strategical marketing techniques for social media promotions.

# EDUCATION

Post Graduate POLYTECNIC UNIVERSITY OF THE PHILIPPINES-MANILA 2013 OPEN UNIVERSITY

Master of Arts in Communication Units earned

Tertiary LYCEUM OF THE PHILIPPINES UNIVERSITY-CAVITE

2012 Bachelor of Arts in Communication major in Broadcasting

*GWA: 1.69*

Secondary FRANCISCO PEREZ TOLENTINO MEMORIAL HIGSH SCHOOL

2008 *Salutatorian*

Primary ST. FRANCIS OF ASSISI ACADEMY

2004 *1st Honorable Mention*

**HONORS AND AWARDS RECEIVED**

## Dean’s Lister (Partial/ Full Scholar)

*Lyceum of the Philippines University*

June 2008-April 2012

## Batang Tagaytay Award

2008

## Junior Chamber International (JCI) Philippines BATANG LIDER AWARD (Youth Leadership Excellence Awardee)

2008

## President Gloria Macapagal- Arroyo Award of Outstanding Achievement for Student Leadership

2008

## CHARACTER REFERENCES

**Liza C. Costa, PhD**

Former Dean

Cavite State University IMUS Campus 09997984050

**Natalie Jane M. Malayo** Department Chairperson Cavite State University IMUS Campus 09208529773