

# Catleya Santiago Ferro

## OBJECTIVES:

- To serve with full potential and expertise in librarianship.
- Immerse in a new environment, practices, organization and management in the field.



## TECHNICAL SKILLS:

- Proficient in Library Management System (LMS)
- Proficient in Microsoft Office Suite (Publisher, Outlook, Word, Excel, & PowerPoint)
- Social Media Skills (Photography & Digital Media)
- Excellent in graphic design (Prezi & Canva)
- Proficient in using research tools (Zotero, organizing keywords, advanced search)
- Writing skills (Content management systems, research, documentation)

## PERSONAL SKILLS:

- Organization skills
- Communication skills
- Ability to work under pressure
- Easily to adapt in a new environment

## EXPERIENCES:

### Iloilo Science and Technology University Library

64 hours, On-the-Job training (OJT)  
April 22 – May 6, 2024

### University of San Agustin Archives and Museum

64 hours, On-the-Job training (OJT)  
April 1 – 15, 2024

### Ateneo De Iloilo-SMCS Learning Resource Center

64 hours, On-the-Job training (OJT)  
March 11 – March 26, 2024

### Iloilo City Public Library

172 hours, On-the-Job training (OJT)  
January 30 – February 28, 2024

### West Visayas State University Library

250 hours, On-the-Job training (OJT)  
August 23, 2023 – November 30, 2023



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November 22, 2001  
23 years old

### Accentline

Customer Service Representative (Top Agent)  
August 22, 2020 – January 28, 2023

### IXL Solutions Philippines

Customer Service Representative (Agent)  
February 07, 2020 – May 15, 2020  
December 02-22, 2019

### Doane Children's Learning Center

Assistant Teacher (Summer Class)  
May 6-17, 2019  
May 7-18, 2018

## EDUCATION, HONORS, & AWARDS

### **West Visayas State University**

Bachelor of Library and Information Science  
Magna Cum Laude, Silver Medal, With High Distinction, Best Oral Presentation (Thesis), College Service Awardee  
2020 – 2024

### **Iloilo City National High School**

#### **(Senior High School)**

Humanities and Social Sciences (HUMSS)  
With High Honors, Table Tennis Team (Champion School Level), Bookworm in the Month of September  
2018 – 2020

### **Iloilo City National High School**

#### **(Junior High School)**

Special Program in the Arts (Media Arts)  
With High Honors, Best in Araling Panlipunan, Best in Filipino, Table Tennis Team (4th place ICC Meet), Girl Scout, Red Cross Youth Volunteer  
2014 – 2018

### **Sto. Domingo Elementary School**

With Honors, Punctual, Responsible Girl Scout  
2008 – 2014

## ORGANIZATIONS

### **The Navigators (Religious)**

Treasurer & Business Manager  
West Visayas State University  
2021-2023

### **Athenaeum Keepers (Academe)**

Auditor  
West Visayas State University  
2022- September 2023

### **SAndigan ng MAg-aaral para sa Sambayanan (SAMASA)**

Member  
West Visayas State University  
2021-2023

## SEMINARS & WORKSHOPS

### **PLAI WVRLC Seminar Workshop 2024**

*“Reporting, Promoting, and Branding Library Resources and Services”*

Iloilo Science and Technology University (ISAT-U)  
Participant  
November 25-26, 2024

### **34<sup>th</sup> Library and Information Services (LIS) Month**

*“LibVOCACY: Unity towards Inclusive and Empowered Libraries”*  
Department of Science and Technology – Science and Technology Information Institute (DOST-STII) - (via Zoom)  
Participant

November 13, 2024

### **Storytelling Seminar Workshop**

*“Discovering the Storyteller in You”*  
Philippine Librarians Association, Inc. – Western Visayas Region Librarians Council  
West Visayas State University – University Learning Resource Center  
Participant

October 29, 2024

### **DOST-STII Library Hybrid Seminar**

*“Reimagining Library Spaces: Designing for Collaboration and Innovation”*  
Department of Science and Technology  
Science and Technology Information Institute (DOST-STII) - (via Zoom)  
Participant  
October 22, 2024

### **PLAI WVRLC Seminar Workshop 2023**

*“Knowledge Nexus: Bridging Personality, Data, and Scholarly Integrity”*

Iloilo Science and Technology University (ISAT-U)  
Participant  
October 26-27, 2023

### **“Optical Character Recognition (OCR) Skills Enhancement Workshop”**

West Visayas State University  
Participant

June 26, 2023

**IhibaLAW Lecture**

"IhibaLAW: A Legal Literacy Lecture Series"  
West Visayas State University - Moot Court  
Participant  
May 05, 2023

**Iloilo Mega Book Fair (IMBF) 2023**

Festive Walk Mall, Mandurria, Iloilo City  
Facilitator (Athenaeum Keepers)  
April 27-30, 2023

**"Storytelling, Puppets and Puppetry: History and Applications in Libraries"**

West Visayas State University –  
University Learning Resource Center  
Organizer  
April 19, 2023

**"Introduction to Intellectual Property and Trademark Licensing"**

University of the Philippines Los Baños  
(via Zoom)  
Participant  
March 3, 2023

**Research, Innovation, Synergy and Empowerment (RISE) Webinar-workshop**

"Numbers, Logic and an Objective Stance Matters! Training Workshop on Quantitative Research Methods"  
University of the Philippines Library Science Alumni Association, Inc. (via Zoom)  
Participant  
February 04, 11, 18 and March 25, 2023

**88th National Book Week Celebration**

"Basa.Bayan.Bukas"  
Participant  
November 22, 2022

**32<sup>nd</sup> Library Library and Information Services (LIS) Month**

"Mga Aklatan Bilang Kanlungan ng Karunungan"  
Department of Science and Technology –  
Science and Technology Information Institute (DOST-STII) (via Zoom)  
Participant

November 15-18, 2022

**Virtual International Conference on Library and Information Science (VICLIS)**

"Publishing Process of Research Articles: Opportunities & Challenges"  
Sri Lanka Technological Campus (via Zoom)  
Participant  
October 13, 2022  
**"Orientation of Online Journal Subscriptions"**  
West Visayas State University –  
Research and Development Center (via Zoom)  
Participant  
May 04, 2022

**ASLP's 8th National Congress**

"Information Centers and Archives in the Age of Participatory Culture: Roles, Paradigms and Tools"  
The Association of Special Libraries of the Philippines (ASLP), Inc. (Via Zoom)  
Participant  
October 29, 2021

## REFERENCES

**Elra Di M. Madalogdog**

University Librarian

West Visayas State University –

University Learning Resource Center

(033) 320-08-70 loc. 1404

**Assoc. Prof. Stephen B. Alayon**

BLIS Coordinator

West Visayas State University –

College of Information and Communications Technology

0919 450 6688

**Japhett J. Nograles-Ortiz**

Librarian

West Visayas State University –

College of Law Library

0949 616 7354

I hereby declare that the above-mentioned information given by me is true to the best of my knowledge and belief.



CATLEYA SANTIAGO FERRO