

MARY JOY L. GARA

📍 Salong, Calapan City, Oriental Mindoro / Bongabong

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✉ garajoi1217@gmail.com

- comm skills sks
- any day / any shift



CAREER OVERVIEW

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

PERSONAL INFORMATION

^{28, y/o}
Date of Birth: December 12, 1995

Place of Birth: Aplaya, Bongabong,
Oriental Mindoro

Nationality: Filipino

Sex: Female

Civil Status: Single

Enthusiastic

EDUCATION

Bachelor of Elementary Education

✓ John Paul College | 2019
Odiong, Roxas, Oriental Mindoro

PROFESSIONAL QUALIFICATION

✓ • Licensure Examination for Teachers (LET) with general rating of 85.6% (2022)

September

• No plans of pursuing career
Since this is not her dream course

SEMINARS/TRAININGS ATTENDED

- Training on the Capacity Development for Localizing Population and Development Dynamics and Dimensions in Sustainable Development Initiatives (POPDEV)
July 27-29, 2023
Calapan City
- Seminar on Integrity, Transparency and Accountability in Public Service (ITAP)
February 15, 2023
Bongabong, Oriental Mindoro
- Sexual Orientation, Gender Identity and Expression-Sexual Characteristics (SOGIE SC)
January 26, 2023
Bongabong, Oriental Mindoro
- Municipal and Barangay Council for the Protection of Children on RA 9208 Anti-Trafficking in Persons Act of 2023
November 24-25, 2022
Bongabong, Oriental Mindoro
- Seminar on Basic Customer Service
September 13-14, 2022
Bongabong, Oriental Mindoro

EMPLOYMENT HISTORY

Social Welfare Assistant

MSWDO - LGU Bongabong
July 2023 - December 2023

- Assisting clients
- financial / medical
- ~~Handle~~ Dry care workers 36

Tutorial session
- January - 2 kids
- .2 hrs. 5pm-7pm.

Office Clerk

MSWDO - LGU Bongabong
July 2022 - June 2023

SKILLS

- Basic computer literacy skills
- Time-management skills
- Verbal and written communication skills

REFERENCES

Eden M. Delos Santos

Community Affairs Officer II
MSWDO - LGU Bongabong
09050399121

Venurzaida A. Sarmiento

Barangay Chairperson
Aplaya, Bongabong, Oriental Mindoro
09271677310

Alex I. Enriquez

Aplaya, Bongabong, Oriental Mindoro
09177572083