

HR Candidate

## CATHREEN JOYCE B. JIMENEZ

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### OBJECTIVE

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To strengthen my personal character and to be more competitive in my chosen field of endeavor.

### EDUCATIONAL BACKGROUND

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**Mindoro State University**  
Masipit, Calapan City, Oriental Mindoro  
Bachelor of Arts in Psychology  
2018-2022

23 -  
Born again

- 2-3 hrs (Sunday)

7am - 2pm - (6hrs)

10pm - 12mn - (2hrs)

**On the Job Training**  
Provincial Planning and Development Office - 2 months  
May 2022- July 2022

- Encoded and organized documents of Administrative division
- Assisted in orientation of new staffs
- Facilitated training sessions and seminars
- administrative tasks
- Facilitating trainings | seminars - entertaining guests

### PERSONAL STRENGTH

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- Computer Literate
- Keen into details
- Can establish rapport
- Highly trustworthy

*I do hereby certify that the above information is true and correct to the best of my knowledge and belief.*

CATHREEN JOYCE B. JIMENEZ

Applicant