



# FRANCES JOY S. JUANI

1629 Flair Towers South, Reliance corner Pines Streets, Mandaluyong, 1550

Metro Manila

+(63)920 958 0916

joy\_juani@yahoo.com/joyjuani@gmail.com

## OBJECTIVE

To join an institution where I can maximize my skillsets and abilities in Home Economics and learn through training and experience.

## EDUCATION

2015-2018

### **University of the Philippines Diliman**

Bachelor of Science in Home Economics

Graduated December 2018, Cum Laude Standing

2014-2015

### **University of the Philippines Baguio**

Units, Bachelor of Arts in Communication

2004-2014

### **Integrated School of Montessori Bocaue, Bulacan**

High School –1st Honorable Mention, Best in Filipino, CAT

Awardee, Loyalty Awardee, BulPriSA awardee

## EXPERIENCE

2018

**HanepBuhay Training Program** –Adult and Out-of-School Youth Education and Training Program

### ***General Manager***

- Headed the team by overseeing and managing the training program and assigning duties and responsibilities of each team member
- Supervised and assisted in all divisions of the training program: secretariat, finance, marketing, public relations, field, and logistics

### ***Trainor***

- Conducted a training program (craftpreneurship) for out-of-school youth

2017

**The Madhatter's** –Management of School Food Service

### ***Operations Manager***

- Headed the kitchen staff, host staff, dishwashing staff, service members, and bartenders
- Assisted and trained all the staff under operations

### ***Marketing Associate***

- Contacted corporate sponsors

2017	<p><b>DIYnot? (Pop-up Arts and Crafts Store)</b> –Home Economics and Livelihood Education (Entrepreneurship)</p> <p><b>Financial and Accounting Manager</b></p> <ul style="list-style-type: none"> <li>Forecasted sales, monitored and interpreted cash flows, predicted future trends, and analyzed competitors and market trends</li> </ul> <p><b>Logistics Manager</b></p> <ul style="list-style-type: none"> <li>Procured, monitored, and accounted the equipment, facilities, and raw materials of the business.</li> </ul>
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2017	<p><b>St. Mary’s College of Quezon City</b> –Practicum in Teaching Home Economics</p> <p><b>Student Teacher, Teacher’s Assistant</b></p> <ul style="list-style-type: none"> <li>Grades 9 &amp; 10 –Conducted laboratory and lecture classes, created lesson plans and instructional materials, evaluated student learning and performance in Technology and Livelihood Education</li> <li>Grade 11 –Assisted the head teacher in making instructional materials in Fundamentals of Accounting, Business and Management</li> </ul>
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## RESEARCH CONDUCTED

2018	Consumption of Food Away from Home(FAFH): A Study of Selected Filipino Families in Quezon City –Undergraduate thesis
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## EXTRACURRICULARS

2016-2018	Finance Committee Member for UP Circle of Home Economists
2014	Finished a course in Speech Power Learning Center
2014	1st runner up in Bulacan Private School Association (BulPriSA) beauty pageant
2012	Silver and gold medalist in swimming, representing Bulacan in Provincial 2
2012	3rd place table tennis women’s category in BulPriSA district meet
2010-2013	Member of the Student Council in Integrated School of Montessori
2009-2013	Enrolled in Ahead Learning Tutorial Center

## ACHIEVEMENTS

2016-2018	<b>University Scholar</b> (Chancellor’s List): BS Home Economics, UP Diliman
2016	<b>College Scholar</b> (Dean’s List): BS Home Economics, UP Diliman
2015	<b>College Scholar</b> (Dean’s List): BA Communication, UP Baguio

## ADDITIONAL SKILLS

- Ability to proficiently use Microsoft Office and SPSS Statistics Program
- Ability to communicate effectively and fluent in speaking and writing in English and Tagalog
- Skilled at cooking and baking
- Ability to manage time efficiently
- Ability to work under pressure
- Good at decision making
- Ability to lead groups and manage conflicts
- Motivated, adaptable and creative