

## **NOELAH MARIE LLERA AKUT**

B1 URSUMCO Apartment, Alangilanan

6208 Manjuyod, Negros Oriental

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Mobile number: 0926-223-5664

POSITION APPLIED FOR: **PROJECT MANAGER**

### CAREER AIM

To attain a position fit for my credentials: a position which would allow me to grow personally and professionally by enhancing my skills, increasing my knowledge, and molding me a better attitude

### EMPLOYMENT

Freelance Proofreader  
Quantum Internet Systems, Inc.  
Grand Prairie, Texas, USA  
November 2013 to January 2014

Checks spelling and grammar errors and ensures content sense and readability

Copy Editor  
LWW and Springer Project  
SPi Global  
Dumaguete City, Neg. Or.  
February 2013 to February 2014

Edits books in terms of grammar and English rules without changing the author's style in writing

Phone Research Analyst  
SPi Global  
Dumaguete City, Neg. Or.  
July 2012 to January 2013

Works on a human resource support account, wherein the main job is to perform background verifications on applicants with companies, schools, and reference persons based in the USA, analyze data, and submit final reports

Article Writer  
Illusion Works Media  
April 2012

Writes informative and creative articles on health and other topics for online publishing and SEO (search engine optimization) articles for various international clients to promote small-scale business online.

Article Writer / Copy Editor  
Ezine Articles  
November 2011

Writes informative and creative articles on career, animals, beauty technologies, and diets for authors who wish to upgrade their ranks at Ezine and does copyediting jobs to correct grammar and spelling problems in various articles

Occupational Health Nurse  
URC – Universal Robina Sugar Milling Corporation  
Alangilanan, Manjuyod, Negros Oriental  
November 2011 – May 2012

Provides nursing care to various clients in promotive, preventive, curative, and rehabilitative phases, catering to both urgent and nonurgent situations by means of assessment, diagnosis, and appropriate interventions

Nurse Corps Coordinator  
Philippine Red Cross  
Negros Oriental Chapter  
October 2011

Holds in responsibility the municipalities of Manjuyod, Bindoy, and Ayungon in the establishment of the RC 143 program, coordinates with different municipal officials and leaders, conducts orientation, initiates organization among different sectors, and submits reports to Provincial and Regional offices



## EDUCATION

2011 to Present	Negros Oriental State University Bais City and Dumaguete City	Master in Public Management major in Human Resources Management
2011 to 2007	Saint Paul University Dumaguete Dumaguete City	Bachelor of Science in Nursing Cum laude CHED Scholar Gokongwei Brothers Foundation Scholar
2007 to 2003	Bais City Nat'l Science High School Bais City	Performing Arts Awardee
2003 to 1997	Sacred Heart Academy Bais City	4 <sup>th</sup> Honorable mention

## ADDITIONAL INFORMATION

- Registered Nurse (July 2011 Nurse's Licensure Examination)
- Basic Occupational Safety and Health (BOSH) Training (completed 40 hours with certificate)
- Productivity Awardee – SPi Global Books Department
- Certificate in First Aid and Cardiopulmonary Resuscitation (CPR)
- Computer literate
- Industrious and trustworthy
- Artistic and talented

## PERSONAL INFORMATION

Age: 23 years old  
Birthday: December 25, 1990  
Civil Status: Single  
Height: 5'2"  
Weight: 112 lbs.  
Religion: Roman Catholic  
Nationality: Filipino