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**Sweetsel G. Cadungog**

Poblacion Makilala, Cotabato

Contact Number: **09486516128**

Email Address: [sweetselgc@gmail.com](mailto:sweetselgc@gmail.com)

**Career Objective**

To find an opportunity that will enable me to use my educational background and be able to demonstrate that I am a hardworking individual who is anxious to increase knowledge, thereby becoming an asset to the company.

**KEY STRENGTHS**

* + - * **Fast learner**
      * **Demonstrated ability to work in fast paced environment**
      * **Good communicator**
      * **Approachable**
      * **Passionate and energetic**

**TECHNICAL SKILLS**

* **Good background in Microsoft Office**

**MS word, MS Excel, MS PowerPoint)**

**Personal Information**

Date of Birth April 22, 1996

Place of Birth PoblacionMakilalaCotabato

Age 21

Gender Female

Civil Status Single

Nationality Filipino

Religion Roman Catholic

Weight 56klg.

Height 5’7

**Educational Attainment**

*Tertiary Level:* **Notre Dame of Kidapawan College**

DatuIngkal Street, Kidapawan City

Bachelor of Secondary Education

Major in English

2012 – 2016

*Secondary Level:* **Notre Dame of Makilala Inc.** PoblacionMakilalaCotabato

2008 – 2012

*Primary Level:* **Makilala Central Elementary School**

PoblacionMakilalaCotabato

2002 – 2008

**CAMPUS INVOLVEMENT**

* **Peer Facilitator Club Member (s.y 2012-2016)**
* **Education Society Club Member (s.y 2012-2016)**
* **Ms. Education 2012**
* **Ms. Racolta 2nd runner up 2012**
* **Cheer dance competition 1st placer 2012**
* **Ms. Coprisa 3rd runner up 2013**
* **Basketball Women Champion 2014**
* **NDKC Top Model 2014**
* **NDKC Summer Frolic Top Model 2015**
* **Nominated for best Research Paper 2015**

**SEMINARS ATTENDED**

**Young Educator’s Summit**

Sultan Kudarat Provincial Sports and Cultural Center

January 24, 2015

**ASEAN Integration: Education and Innovation**

Sultan Kudarat Provincial Sports and Cultural Center

January 24, 2015

**Sustaining Convergence through Peace & Education**

Sultan Kudarat Provincial Sports and Cultural Center

January 24, 2015

**Contemporary State of Philippine Educational System:**

**Its Reforms and Development**

Sultan Kudarat Provincial Sports and Cultural Center

January 24, 2015

**The 21st Century Educator: Tomorrow and Beyond**

Notre Dame of Kidapawan College

February 29, 2016

**Financial Literacy for Teachers**

Notre Dame of Kidapawan College

February 29, 2016

**The Marist Educator: Teaching the Marist Way**

Notre Dame of Kidapawan College

February 29, 2016

**The Professional Educator: Ways and Words**

Notre Dame of Kidapawan College

February 29, 2016

**PAFTE Students’ Congress**

University of Southern Mindanao, Kabacan

March 1, 2016

**Participated in Research Forum**

Notre Dame of Kidapawan College, Kidapawan City

January 25, 2016

**EXPERIENCE:**

* **Clerk III**

**Provincial Legal Services**

**Office of the Provincial Governor**

Balanga, Bataan

March 2018 – July 2018

**Character References**

* **Mrs. Cristina A. Oreiro**

Adviser 1-4 year

Notre Dame of Kidapawan College

Kidapawan City

* **Atty. Efren C. Lizardo**

Provincial Legal Officer

Provincial Governor’s Office

Capitol Compound, City of Balanga, Bataan

09178407267

* **Alvin Arceo**

Provincial Legal Consultant

Provincial Governor’s Office

Capitol Compound, City of Balanga, Bataan

09185734634

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

*Sweetsel G. Cadungog*