



**Marie Therese
Nalam Jaum**
 Theresejaum.jobs180.com

OBJECTIVE

Seeking an opportunity to apply my skills and knowledge in a dynamic and growth-oriented environment.

PERSONAL INFORMATION

Birthdate: August 10, 2002
Civil Status: Single
Nationality: Filipino
Address: Poblacion, Catigbian, Bohol Bohol, Central Visayas (Region VII) 6343
Gender: Female

CONTACT INFORMATION

Mobile: 09165318782
Email: theresejaum@gmail.com

SKILLS

- Logo Design
- UI Design
- Layout And Composition
- Typography
- Video Editing
- Photo Manipulation
- Photography
- Basic Web And Responsive Design
- Computer Troubleshooting
- Installing And Configuring Software And Drivers
- Office Tools (Word, Excel, PowerPoint)

LANGUAGES

- English
- Tagalog
- Bisaya

ACHIEVEMENTS

Outstanding Graphic Artist Campus Access School Publication (BISU Balilihan)
A.Y. Foundation National Discipline Award
Governor Arthur Yap Leadership Award

WORK EXPERIENCE

| Department Of Education | |
|---|---|
| (2025 Aug to 2025 Dec) | |
| Position: | Administrative Support Staff (COS) Fresh Grad / Entry Level |
| Specialization: | Clerical/Administrative Support |
| Industry: | Education |
| Local Government Unit Of Balilihan, Bohol | |
| (2025 Feb to 2025 May) | |
| Position: | On The Job Training Trainee |
| Specialization: | Others |
| Industry: | Government |
| Nature of Work: | Assisted with data encoding, report preparation, fieldwork, and basic administrative tasks during a 485-hour on-the-job training at the MPDO. |

EDUCATION

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|----------|---|
| 2025 Jun | Bachelor's/College Degree Bohol Island State University - Balilihan Campus Major: Information Technology Field of Study: Computer Science/Information Technology |
| 2021 Jul | Senior High School Diploma Immaculate Mary Academy Major: Computer Systems Servicing Field of Study: Technical-Vocation-Livelihood Track (TVL): Information & CommunicationsTechnology (ICT) |

CERTIFICATIONS

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|------|--|------|---|
| 2025 | TESDA Certificate Of Completion In Developing Designs For Product Packaging | 2025 | TESDA Certificate Of Completion In Microsoft Digital Literacy |
| 2024 | TESDA Certificate Of Completion In Logo Design | 2023 | Certificate Of Participation Adobe Photoshop Basic For Digital Arts And Graphic Design |

REFERENCES

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| Fermo Asufra Teacher BISU EDP Staff Part Time Instructor BOHOL ISLAND STATE UNIVERSITY - BALILIHAN CAMPUS 09984564302 fermojr.asufra@bisu.edu.ph | Adelene Ibarra Head Of Office OJT Municipal Planning And Development Coordinator LGU-Municipal Planning And Development Office 09293397718 adzgaas25@gmail.com |
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View more of my ResumèLink at <http://Theresejaum.jobs180.com>