



# 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 Goverment 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

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

## CERTIFICATIONS

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

**Fermo Asufra**  
Teacher  
BISU EDP Staff Part Time Instructor  
BOHOL ISLAND STATE UNIVERSITY - BALILIHAN CAMPUS  
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