

# Jaime Cybelle D. De Sagun

Bachelor of Science in Psychology

+639-652-982-269 | desagunjaime@gmail.com

261 Brgy. Subic Ilaya, Agoncillo, Batangas 4211



## CERTIFICATES

### Technical Education and Skills Development Authority (TESDA)

Technical Drafting NC II  
2017 - 2022

Microsoft Digital Literacy  
August 2022

### The Medical Action Group (MAG)

Psychological First Aid as  
Intervention in Disaster /  
Crises Response  
April 23, 2021

## RELEVANT SKILLS

- In-demand computer-related skills like Canva, Google Tools, MS Apps & AutoCAD
- Efficient calendar management and organizational skills
- Keen attention to detail
- Excellent interpersonal communication skills
- Fluent in Filipino and English languages
- Highly flexible and adaptable

## EDUCATION

### Polytechnic University of the Philippines - Manila

Silver Academic Awardee  
S.Y. 2019 - 2023

### Lemery Senior High School

STEM  
With High Honors  
S.Y. 2017 - 2019

### Batangas Province Science High School

With Honors  
S.Y. 2013 - 2017

### Subic Elementary School

Salutatorian  
S.Y. 2007 - 2013

## OBJECTIVE

*Passionate psychology graduate seeking a career within relevant fields. Physically and mentally strong, with excellent service and communication skills. Prepare to work hard to gain experience and learn professional skills.*

## WORK AND TRAINING EXPERIENCES

### Legal Secretary

PECABAR Law - Leviste St., Makati City · September 2023 - present

- Assist lawyers in preparation, handling, and filing of legal documents addressed to clients and/or trial court
- Prepare updated billing and transmittal letters
- Create liquidation and expense reports
- Coordinate with government offices and various trial courts
- Manage hearing, filing, and service deadlines in the calendar
- Manage routing of internal and external legal documents

### Psychology Section Intern (200 hours)

Department of Health Treatment and Rehabilitation Center - Bicutan, Taguig City · May 2023 - July 2023

- Administer psychological tests to patients
- Interpret tests and results and create evaluation report
- Conduct a seminar aligned to the core patients' module
- Interview patients using a semi-structured questionnaire
- Observe various activities such as meetings and lectures
- Facilitate a static group activity for the entire dormitory

### HR & Admin Intern | Finance & Accounting Intern (200hr)

Xtreme Offshore Outsourcing Inc. · October 2022 - January 2023

- Source applicants online for recruitment purposes
- Create spreadsheet of candidates' data and collect their resume
- File expense vouchers chronologically with attached receipts
- Assist in updating inventory lists and office/pantry supplies
- Deposit cheques for company expenses in several banks
- Construct summary report for annual company contributions
- Create asset stickers for equipment, furniture, and fixture

### Layout Artist | Sales Assistant

AshleyClaire Printing Services · February - April 2022

- Create layout designs for brands and celebrations such as business cards, invitations and giveaways
- Edit identification photos for professional use
- Construct resumé and biodata for job searching
- Print, scan, photocopy and laminate documents and IDs
- Sell stationary materials and other products available on-hand

## AWARDS AND RECOGNITIONS

DOST SEI RA 7687 Scholarship Awardee · 2019 - 2023

Batangas Province Scholarship Awardee · 2013 - 2019