

# JASMIN PHILINA CABABARROS JUMAWAN



## CONTACT

+971-56-869-3903

WhatsApp No: +971-56-869-3903

✉ jpumawan.official@gmail.com

📍 Villa No. 5, Street No. 2, Old  
Nyadat, Al- Ain, Abu Dhabi, UAE

## EDUCATION

### Bachelor of Arts in Social Science

Bukidnon State University Main Campus

Track: Psychology GWA: 1.67

Class of 2023

## SKILLS

- Computer literate
- Microsoft Office (MS Word, MS Excel, MS PowerPoint and MS Outlook)
- Basic Video Editing and Layouting
- Proofreading
- Excellent in written and verbal communication skills
- Agile and adaptable
- Time management
- Goal Oriented
- Leadership and organizational skills
- Strong collaboration skills
- Customer Service Skills
- Data Entry and clerical

## AFFILIATIONS

### Volunteer (A.Y. 2020 - 2022)

BUKSU Admission and Testing Office  
Bukidnon State University Main Campus

### Vice Governor (A.Y. 2020 - 2021)

College of Arts and Sciences - Student  
Body Organization  
Bukidnon State University Main Campus

### Secretary (A.Y. 2019 - 2020)

College of Arts and Sciences - Student  
Body Organization  
Bukidnon State University Main Campus

### Appointee (A.Y. 2018 - 2019)

College of Arts and Sciences - Student  
Body Organization  
Bukidnon State University Main Campus

## SUMMARY

A compassionate, resilient, agile and self-driven person with over 2 years of experience in a positive work environment with strong leadership and collaboration skills. I have recently graduated from a prestigious university and received a certificate of Civil Service Professional Eligibility. Efficient in performing administrative tasks and facilitating in an office environment.

## WORK EXPERIENCE

### ALTERNATE SCREENER

February 15 - July 31, 2023

Philippine Statistics Authority Bukidnon - PhilSys | Malaybalay City, Bukidnon

- Attends the prescribed training set for the Step 2 Registration Team
- Performs maintenance and sanitation of the registration center
- Disinfects the biometric devices after every transaction
- Assists the Registration Center Supervisor in conducting a regular inventory of supplies at the registration center
- Functions as Screener if the Screener is unavailable
- Conduct mobile registration and performs other tasks that may be assigned by the Supervisor.

### INTERNSHIP

September 19 - December 05, 2022

Bukidnon State University - Admission and Testing Office | Malaybalay City, Bukidnon

- Assist the admission personnel in accepting and filtering students' application
- Assessing applications according to the University's criteria
- Performs clerical tasks by organizing and filing documents
- Providing information regarding the admission process and policies to the applicants, students, and parents.
- Reviewing of application to ensure that all required documents have complied
- Perform other duties that may be assigned to the personnel and supervisor.

### OFFICE ASSISTANT

February 05, 2021 - July 29, 2022

Bukidnon State University - Bids and Awards Committee | Malaybalay City, Bukidnon

- Assist in filing of bidding documents in compliance with the standards of procurement of goods and services and infrastructure projects.
- Act as liaison in running errands such as receiving and delivering documents in different offices.
- Recording all documents that may be received or delivered on day-to-day basis.
- Providing administrative support that may be assigned by the immediate supervisor

### OFFICE ASSISTANT

October 27 - December 18, 2020

Bukidnon State University - Language and Letters Department | Malaybalay City, Bukidnon

- Assist professors in providing photocopies, printing, and filings
- Perform clerical tasks in department operations
- Assist and support teaching faculty in their daily tasks
- Answers all incoming calls using professional telephone etiquette

### OFFICE ASSISTANT

December 03, 2018 - February 05, 2019

Bukidnon State University - Secondary Laboratory School | Malaybalay City, Bukidnon

- Assist personnel and professors in providing photocopies, printing, and filings
- Answers all incoming calls using professional telephone etiquette
- Act as liaison in running errands such as receiving and delivering documents in different offices.
- Handle and respond to student inquiries.
- Perform administrative duties relating to student programs.

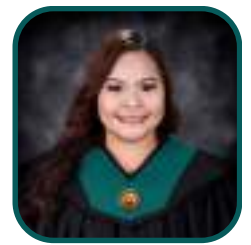
### WORK IMMERSION

November 13 - December 13, 2017

Provincial Department of Health - Bukidnon | Malaybalay City, Bukidnon

- Perform clerical tasks in office operations
- Assist and support health personnel in their daily task
- Act as liaison in running errands such as receiving and delivering documents in different offices.
- Recording all documents that may be received or delivered on a day-to-day basis.

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## LANGUAGES

- English

## PERSONAL INFORMATION

Age: 23

Status: Single

Birthdate: December 14, 1999

LinkedIn: [linkedin.com/in/jpjumawan-9211aa25b](https://www.linkedin.com/in/jpjumawan-9211aa25b)

## SEMINARS, TRAININGS AND WORKSHOP

- **Driving NC II**  
Technical Education and Skills Development Authority (TESDA)  
September 21 - December 09, 2021
- **Leadership Training and Seminar Workshop 2021**  
Bukidnon State University Main Campus  
February 04, 2021
- **KAHIMANGRAW: Frontliner Stressors in Time of Pandemic**  
Philippine Nurses Association Regional Council VIII  
September 16, 2020
- **Human Dignity and the Environment: National Inquiry on Climate Change**  
Republic of the Philippines Commission on Human Rights  
July 29, 2020
- **Introduction to CSS**  
Technical Education and Skills Development Authority (TESDA)  
July 09, 2020
- **Participating to Workplace Communication**  
Technical Education and Skills Development Authority (TESDA)  
July 01, 2020
- **Responding and Receiving to Workplace Communication**  
Technical Education and Skills Development Authority (TESDA)  
June 30, 2020
- **Cultural Heritage Mapping Orientation & Module 1**  
Bukidnon State University Main Campus, College of Arts and Sciences  
April 10-12, 2019
- **Scholastic Press Outreach Program**  
Philippine Press Institute  
November 07, 2019
- **Basic Reserve Officer's Training Corps of the National Service Training Program S.Y. 2018- 2019**  
Bukidnon State University Main Campus  
April 08, 2019
- **Computer Literacy Crash Course**  
Access Computer Tutorial Learning System  
April 19, 2016 - July 31, 2016

## CERTIFICATES, AWARDS AND RECOGNITIONS

- **CAREER SERVICE PROFESSIONAL ELIGIBILITY**  
Civil Service Commission | Manila, Philippines  
Rating: 81.35% | July 11, 2023
- **A COMMENDABLE STUDENT**  
Bukidnon State University Main Campus  
June 19, 2023
- **CAS-SBO SERVICE AWARD**  
Bukidnon State University Main Campus, College of Arts and Sciences  
June 08, 2023
- **FACILITATOR IN THE PSYCHOLOGICAL PROCESSING WITH CHILDREN**  
Provincial Social Welfare and Development Office  
December 02, 2022

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## CERTIFICATES, AWARDS AND RECOGNITIONS

- **FACILITATOR IN THE PSYCHOLOGICAL FIRST AID AND PSYCHOSOCIAL PROCESSING**  
City Disaster Risk Reduction and Management Office  
*April 30, 2022*
- **FACILITATOR IN JOURNALISM AND MEDIA LITERACY COMPETITION SERIES**  
BUKSU College of Arts and Sciences - College Student Government  
*April 30, 2021*
- **FACILITATOR IN COLLEGE OF ARTS AND SCIENCES - TAMBAG**  
BUKSU College of Arts and Sciences-Student Body Organization  
*March 30, 2021*
- **FACILITATOR IN 2ND SEMESTER GENERAL ASSEMBLY AND ACADEMIC POLICIES ORIENTATION FOR CAS STUDENTS**  
BUKSU College of Arts and Sciences-Student Body Organization  
*February 23, 2021*
- **DEAN'S LISTER S.Y. 2019-2020**  
Bukidnon State University Main Campus  
*October 26, 2020*
- **ORGANIZER IN COLLEGE OF ARTS AND SCIENCES 2ND GENERAL ASSEMBLY**  
BUKSU College of Arts and Sciences-Student Body Organization  
*January 31, 2020*
- **ACTIVE LEADERSHIP**  
BUKSU College of Arts and Sciences-Student Body Organization  
*April 04, 2019*
- **WITH HONORS**  
Bukidnon State University - Secondary Laboratory School  
*February 17, 2018*
- **WITH HONORS**  
Bukidnon State University - Secondary Laboratory School  
*November 25, 2017*

## REFERENCES

### LINCOLN V. TAN, PhD

Vice President, Culture, Arts, Sports and Student Services  
E-mail Address: [rabadanvalmorida@gmail.com](mailto:rabadanvalmorida@gmail.com)  
Mobile Number: +63926-833-1913

### XYLE FE A. VERBAL, PhD

Director, Admission and Testing Unit  
E-mail Address: [audreyzia405@gmail.com](mailto:audreyzia405@gmail.com)  
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### JUICY MESSHALYN C. CORALAT

Instructor, General Educations Department  
E-mail Address: [juicymessshalync@gmail.com](mailto:juicymessshalync@gmail.com)  
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### CLARK CASTILLON

QEOSH Supervisor, Coca-Cola Al-  
Ahlia Beverages Company  
Mobile Number: +971-56-582-5887

### FERDINAND N. LASCUÑA

Senior Mechanic, Coca-Cola Al-Ahlia  
Beverages Company  
Mobile Number: +971-54-476-5110