Corazon S. Villanueva-Pelin

 Cluster 14 5B Madrigal St.

Madrigal Compound - Malacañang Park

Paco, Manila

Mobile #: (63)9608423770 or (63)9271167555

email:csvpelin@yahoo.com



WORK & TRAINING EXPERIENCE

**Freelance Project QA Business Transcriptionist and QA Speech Annotator**

– worked as QA for a Business transcription project and as an annotator for a CSR project July 2011-Present

**Freelance Transcriptionist**

– worked in a WFH setting as a freelance transcriptionist June 2019-present

**Global Reservations Sales Specialist**

– worked as a sales specialist at the Intercontinental Hotels Group (IHG).

-responsibilities included are making hotel reservations globally to the

guests from the North American Region, 20 May 2016-June 2019.

Presidential Staff Officer II

– worked as Executive Assistant to the Secretary for Presidential Engagements at the

Office of the Secretary for Presidential Engagements, Office of the President,

Malacañang, 1 June 2007 – 30 June 2010

- responsibilities included assisting the Secretary for Presidential Engagements,

filing, encoding, making and doing business calls, sending fax messages, doing

research, receiving and processing official documents, doing memos,

communicating with office clients.

Model United Nations of the Far West (MUNFW)

 - simulation exercise in preparation for the United Nations Conference as part of the on-the-job-training San Francisco, California USA, April 20-25, 2006

Permanent Representative of the Delegation of Belgium

Representative to the MUNFW General Assembly

Student Assistant (Financial Aid Grantee (FAG2)

– worked at the Office of the President, Miriam College Foundation, Inc. First & Second Semester SY 2005-2007

 - responsibilities included filing, encoding, making and receiving business calls,

sending fax messages, routing slips and office memoranda, doing research

Student Assistant (Financial Aid Grantee and Self-Help Scholarship Programs)

– worked at the ADSA Office, Dean’s Office, and Office of the President, Miriam College Foundation, Inc. Second Semester SY 2004-2007

- responsibilities included filing, encoding, making and receiving business calls,

sending fax messages, routing slips and office memoranda

Office Administrator of Our Lady of Pentecost Parish, Loyola Heights Subdivision First Semester SY 2004-2005

 - as part of the school requirement for NSTP-2 class (Community Involvement); was responsible for encoding, filing, book keeping and updating financial records of the parish

EDUCATIONAL BACKGROUND

Career Service Professional Eligibility (80.00)

Bago Bantay Elementary School, Bukidnon St.,

Bago Bantay, Quezon City

28 October 2007

Bachelor of Arts major in International Studies: International Politics Track

Miriam College (Formerly Maryknoll College Foundation, Inc.)

College Scholar, 2004-2007

Secondary Education

St.Bridget School

Quezon City

2003

Primary Education

With Honors

Assumption Convent

Passi City

Province of Iloilo

1999

SPECIAL SKILLS

 Computer Savvy: MS Word, PowerPoint, Excel, Publisher, Photoshop

 Sales

 Knowledge of Foreign Language (Spanish and Basic French)

SEMINARS & CONFERENCES ATTENDED

 Protocol of the Flag and the use of National Symbols

 Social Hall, Mabini Hall Malacañan Palace Complex

 3 pm – 5 pm, 10 June 2008

 Introduction to Social Graces and Ettiquette

 Social Hall, Mabini Hall Malacañan Palace Complex

 3 pm – 5 pm, 3 June 2008

 Protocol 101: Basic Practices – Philippines

 Social Hall, Mabini Hall Malacañan Palace Complex

 3 pm – 5 pm, 27 May 2008

Appointments Secretary team Four (4) Hour Seminar on Management and Operation of

the Office of the – building workshop held in Baguio City

3 December 2007

The Four (4) Hour Enhancment Training Seminar on People Skills

Baguio City

3 December 2007

 Model United Nations of the Far West (MUNFW)

San Francisco, California USA,

 April 20-25, 2006

 “Multiculturalism in Global Cities: American and Asian Perspectives”

 International Conference on American Studies 2005

Miriam College International Studies Department and the Embassy of the

United States, Manila

ESI Conference Room, Miriam College, Quezon City, Philippines

May 18-19, 2005

“Ang Bagong Historiograpiyang Pilipino, Wika, Pananaw, at Balangkas”

Miriam College International Studies Department, BAKAS, and the National

Historical Institute

ESI Conference Room, Miriam College Katipunan, Quezon City, Philippines

February 21, 2005

Seminar on Philippine Foreign Service

European Studies Program and the Department of Foreign Affairs

Ateneo de Manila University, Loyola Heights, Quezon City, Philippines

MEMBERSHIP IN SCHOOL ORGANIZATION/S & CO-CURRICULAR ACTIVITIES

 International Studies Society (ISSOC)

Miriam College Co-Curricular Organization

 Member, 2004-2007

 Le Club Francais (French Club)

 Miriam College Co-Curricular Organization

 Member, 2006-2007

3rd Year Class Representative - ISI

 Miriam College Foundation, Inc.

 Second Semester, SY 2005-2006

 Sanggunian ng mga Mag–aaral ng Miriam

 Staffer, 2003 - 2007

 PAX CRISTI (Peace Organization), Miriam College

 Member, 2005-2007

 CFC – Youth for Christ (YFC – Miriam College North Chapter)

 Household Head, 2003 – 2007

 Talitha Cumi (Miriam College Scholar’s Organization)

 Member, 2004-2007

 Company of One Dance Troupe, Miriam College

 Member, 2004

 MC UNESCO Youth Club

 Member, 2003 – 2004

 Pangkat Pinoy, Miriam College

 Member, 2003

 Humanities Club, Miriam College

 Member, 2003

References are available upon request