* CZARINA VANEZA O. DUNGCA 

**BLOCK 30 LOT 39SAN MATEO ST.FIESTA COMMUNITIES, TABUN, ANGELES CITY**

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**Contact No. 09190051447**

**Objective: Seeking position both as Research Assistant especially in the field of education and culture; and also help in coming up with studies that shall mitigate issues related to the aforesaid.**

**Core Competencies:**

* Knowledgeable in the utility of Microsoft Word, Excel, Publisher, PowerPoint, Power Director, Kotobee, Articulate Storyline among others.
* Freelance/ Ghost Writing Blogs for premier Wedding and Corporate events vendors abroad.
* Proofreads and edits documents such as essays, articles-news, features, editorials, thesis, etc.
* Has an inclination in activity planning and design, and the Visual Arts.
* Facilitates and serves as Speaker given a Topic specifically in line with Education.



**Education:**

**33 Units with Comprehensive Examination**

**Master of Arts in Educational Management**

October 2008- March 2011

Holy Angel University

Angeles City

**Bachelor of Secondary Education Major in Social Studies**

June 2002 - November 11, 2006

Holy Angel University

Angeles City

**Secondary Education**

June 1998-March 2002

Holy Family Academy

Cut Cut, Angeles City



**Work Experience:**

**Ghost Writer**

Matt Jefferies Entertainment

Melbourne , Australia

February 2019- Present

* Researches for content of blogs.
* Writes blog articles having topics hinged to wedding entertainment - DJ services, photo booth marketing, latest events and offerings; as well as corporate events.
* Proof reads and edits blog articles.
* Writing as well for affiliates of the aforesaid wedding entertainment vendor (events place, entertainment directory etc.)

**Secondary School Teacher**

Francisco G. Nepomuceno Memorial High School

Pandan-Tabun Road, Citicenter, Angeles City

October 26, 2010- Present

* Taught Humanities Subjects
* Prepared Lesson Plans
* Wrote Learner’s Activity Sheets
* Class Adviser

**Secondary School Teacher/ School Paper Adviser/Social Science Club Adviser**

Chevalier School

Sto. Domingo, Angeles City

June 1, 2008- March 31,2010

* Taught Social Science Subjects- Philippine History and World History
* Prepared Lesson Plans
* Class Adviser
* Moderated School Paper - The Clarion
* Advised School Based Organization -Social Science/Aralin Panlipunan Club

**Secondary School Teacher**

Don Bosco Academy

Mabiga, Mabalacat, Pampanga

June 1, 2007- March 31, 2008

* Taught Social Science Subjects- Philippine History and World History
* Prepared Lesson Plans
* Class Adviser



**Key Achievements:**

* Co Author/ Contributor, Magkasintahan Volume 29, Ukiyoto Publishing, February 2022
* Examinee, Comprehensive Examinations for the program on the Master of Arts in Educational Management, earned 1.50 point average on March 24-26, 2011.
* Examinee Test of English for International Communication(TOEIC) earned 875 / Advance Working Proficiency Level, held at Holy Angel University on October 13,2006.
* Editor-in-Chief, Reflection, SY 2005-2006
* News Editor, Reflection, SY 2004-2005
* Dean’s Lister during the First Semester with a point average of 1.57 , SY 2004-2005
* Soprano, Holy Angel University Chorale, 2002-2006