

# KATHLEEN MARIE R. LAYGO



402Crissant Building, Dela Rosa St. Makati City  
+639493389501; kathleenmarielaygo@gmail.com

## Career Objective

A highly motivated and hard-working individual seeking a challenging opportunity that will allow me to add value to the organization through record management, research writing, and communication skills while furthering the improvements of the aforementioned.

To ensure proper maintenance, storage, and control of materials through proper planning and arranging of material within space limitations

## Additional Skills

- Project Management Skills
- Critical Thinking
- Communication Skills
- Time Management Skills and;
- Work underpressure

## Work Experience

June 12 2023 - Present

### Litigation Support Clerk

Destura Law and Associates

- Assign pleading to lawyer/legal researchers, monitor completion, and prepare/print the same for filing. Prepare pleadings in a ready-to-file mode for transmittal to court and other parties. Coordinate with office messengers for the filing of the pleadings.
- In-house coordinator with lawyers and legal researchers (litigation support group) for case management.
- Assist in the inventory of case files via scanning, sorting on the database and sending to clients for their reference. Creation of case physical and electronic case folders.

October 3 to July 1 2023

### Customer Service Representative

Sykes Site Group

- Managing incoming calls and customer service inquiries
- Provide solutions that fit those individualized situations and prioritize the customers' needs at each step of the process.

## Pre-Professional Experience

June 2022 - July 2022

### Junior Researcher

Philippine Army Intelligence Center

Internship

- Junior Academic Researcher for the conduct of the academic paper "A Responsive Armed Forces of the Philippines Amidst Climate Change: Institutionalizing the AFP's Climate Change Adaptation and Mitigation Policies and Programs" in the Philippine Army Intelligence Center, Fort Andres Bonifacio.
- Gather related literature and other relevant sources to the paper.
- Contributed to the preparation and drafting of research analysis, data presentation, and recommendations.
- Carry out other duties to help meet research objectives

January 2019 - July 2022

FEU Center for the Arts; FEU Guides University Organization

## Cultural Ambassador

- Usher and Tour guide, of FEU Guides
- Archives Committee member:
- Promoted events and workshops via social media, emails, and other communication methods.
- Prepares data for online content and marketing materials for the write-ups posted on the social media platforms of the organization.
- Wrote content and marketing materials for the write-ups posted on social media platforms.
- Supervise events planning and coordination of programs organized by the organization
- Actively engaged with all stakeholders during events by tracking attendance, supervising the ushers, and welcoming guests.
- Analyzed various documents for appropriate distribution and filing of information within the cultural group.
- Researched and fact-checked information given to the tours conducted by the organization
- Kept physical files and digitalized records for easy updating and retrieval of the information within the cultural group
- Researched and scanned photos, scripts, and articles used as reference materials
- Contributed to the instruction materials used for the training of the organization
- Contributor of the book Walk Manila published by Far Eastern University Publications
- Collected, analyzed, and tracked data on the member's progress for tours and ushering

---

## Education

2018 - 2022  
Far Eastern University

**Bachelor of Arts in Interdisciplinary Studies**  
Philippine Arts Culture and Society Track  
GPA: 3.3980

2016 - 2018  
Manuel S. Enverga University Foundation  
Candelaria In

**Senior High School**  
Humanities and Social Sciences Track  
With Honors

2012 - 2016  
Manuel S. Enverga University Foundation  
Candelaria In

**Junior High School**

2006 - 2012  
Lagalag Elementary School

**Primary Education**  
1st Honor