

MADLYN R ZAMODIO

TO OBTAIN A POSITION THAT WILL ENHANCE MY KNOWLEDGE AND SKILLS, EDUCATION BACKGROUND THAT CAN CONTRIBUTE TO THE SUCCESS OF THE COMPANY.

EDUCATION

- NAGA COLLEGE FOUNDATION
TEACHING METHODS
OCTOBER 2013 - MARCH 2014
- UNIVERSIDAD DE STA. ISABEL
BACHELOR OF SCIENCE IN SOCIAL WORK
JUNE 2007 - MARCH 2011
- UNIBERSIDAD DE STA. ISABEL
SECONDARY
JUNE 2002 - MARCH 2005
- COLEGIO DE STA. ISABEL
TERTIARY
JUNE 1996 - MARCH 2002

CONTACT

M: madlynrzamodio@gmail.com
P: +639672447345
A: Zone 3 Brgy Veneracion, Pamplona,
Camarines Sur, Philippines

ACHIEVEMENTS

- 2008 - 2009
Leadership Awards
- 2024
Certified Travel Agent

TOOLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Adobe Creative Suite (Canva and Photoshop)
- Google Workspace (Google Docs, Sheets, Slides, Gmail)
- Chat GPT, Humanloop

PROFESSIONAL EXPERIENCE

● Part time Travel Agent

WCA TRAVEL AGENCY

Key responsibilities:

- Assists clients in finding their ideal destinations, matching them with suitable vacation spots, and providing a list of activities to enhance their travel experience.

● Administrative Assistant

PHILIPPINE NATIONAL POLICE

October 2014 to present

Key responsibilities:

- Consolidating and maintaining the crime data files of each unit to ensure consistency and continuity.
- Promote and maintain ethical and accurate crime incident recording standards.
- Appointed and assigned to positions which are purely administrative, technical and clerical or menial in nature and other positions which are not directly related to police operations.

● Social Worker

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

November 2011 - November 2013

Key responsibilities:

- Evaluating individual/family/community by collecting information
- Case Management
- Keeping track of client progress

TOP SKILLS

- Knowledge and Skills
 - Data Typing (Microsoft Word and Excel)
 - Creating powerpoint presentations
 - Manage emails (Gmail and YahooMail)
 - Canva
 - Logo Making
 - Business Card and Poster Making