



**MARY CARILENE C. PARINA**  
Lalaan 2<sup>nd</sup> Silang, Cavite Philippines  
Mobile No. 9066815468  
E-mail Addressmarycarileneparina@gmail.com

---

June 2021

I wish to submit my application for any Office Staff opening, which I heard from a reliable source. I believe that my experience, education and skill set put me in a position to meet the challenges that described in your job position. My skills include computer literate, documentation, spreadsheet, power point presentation. Moreover, I know how to edit pictures and to make a logo.

Additionally, I have worked with Topserve Service Solutions Inc. as Human Resource Assistant Intern, where I strived to maintain standard of effectiveness and dependability. I am organized, flexible and can adapt new cultures and various situations that may occur and handled any additional assigned duties. I welcome the opportunity for an interview to discuss my additional skills, previous work experience, and what I have to offer your company.

Thank you for your time and consideration.

Sincerely,

MARY CARILENE C. PARINA



**MARY CARILENE C. PARINA**

---

Lalaan 2<sup>nd</sup> Silang, Cavite Philippines  
Mobile No.: 9066815468  
WhatsApp: 9066815468  
E-mail Address: marycarileneparina@gmail.com

**Objective**

To be hired for a position that suit my qualifications, knowledge, abilities and skills that could contribute to company's growth and success, can join immediately and willing to allocated as my duties required it.

**Human Resource Assistant Staff**

- Assorting Employee's Records.
- Encoding employees' records/files.
- Assure that employees' 201 files were complete before they will be hired.
- Assisting Human Resource Officer for new employed orientation.
- Prepared Test Exam for new applicants.
- To give and check test results for new applicants.
- Interviewed Applicants and Assort Applicant's Resume who will be hired/not hired.
- Entry of Salary deduction (CA/Uniforms).
- Assisting Human Resource Officer for employees' salary.
- Perform other duties as assigned.

**Topservice Service Solutions Inc.**

**Guidance Office Staff**

- Encoding Students' Records/Files/Folders.

- Assisting Guidance Counselor for student's issue(s).
- Perform other duties as assigned.

### **Chosen Children Village Foundation**

- Assisting CCV staff in taking care children with special needs (physically, mentally and socially challenged children in different ages).
- Assisting CCV staff in keeping regular Assessment Report to specific children as assigned
- Perform other duties as assigned

### **Experience**

**Pre-school Teacher at Mother Leopoldina Socila Center 2018 – 2021**  
(Sisters of the Holy Family – SSF, Lalaan 2<sup>nd</sup> Silang Cavite Philippines)

### **Education**

**Bachelor of Science in Psychology**  
Cavite State University- Silang Campus  
Silang Cavite, Philippines  
May 2018-Graduated

### **Seminars**

- 31<sup>st</sup> Annual PAPJA Convention (2018)
- Job Seeking Skills Seminar Entitled: Current Trends in Employment Opportunities, Labor Conditions and Issues of Overseas Employment and Financial Management” (2018)
- Workshop on Intelligence and Projective Testing (2017)

### **Personal Information**

Date of birth: September 08, 1997  
Age: 24  
Gender: Female  
Marital status: Single  
Languages: English, Filipino and Visaya  
Passport Number: P2871020B

**MARY CARILENE C. PARINA**