






FREIYA MAE REMOLINO

Contact

-  Jampang, Argao, Cebu 6021
-  +639456990334
-  freiyamae@gmail.com

Skills

- Computer Literate
- Ability to work well with others and contribute to team goals.
- Proficient in understanding and addressing customer concerns effectively.
- Maintain a positive attitude under pressure.

Reference

- **Rea May C. Gabaton**
Lead Generation Specialist
09468817396
- **Jingmar M. Español**
Argao Evangelical Christian School INC.
Financial Officer
09454283089

Professional Summary

Motivated and adaptable professional with a positive attitude and strong communication skills, dedicated to supporting team goals and delivering high-quality work. Seeking a position that leverages my problem-solving abilities, empathy, and patience to effectively assist clients.

Education

- **BA in English Language Studies**
2020-2024
Cebu Technological University - Argao Campus
- **TVL - Information Communications and Technology**
2018 -2020
Cebu Technological University - Argao Campus

Work Experience

- **Student Teacher Intern**
February - June 2024
Argao National High School
 - Managing different tasks in the classroom, like teaching while addressing student questions and inquiries.
 - Utilized conflict resolution strategies to address classroom issues, reducing disruptions and maintaining a positive learning environment.
- **School Admin Intern**
360 hours
Cebu Technological University
 - Help colleagues and set up the office in a way that streamlines processes
 - Sort and distribute correspondence as soon as possible
 - Ensure information is accurate and valid by creating and updating records