



SHIENNA NICOL LENTIJA

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Career Objectives:

- Aspires to be in a stimulating workplace where I can utilize my strong communication and interpersonal skills in a customer service role.
- Hardworking, honest and dedicated to contribute to a company with less supervision without compromising the quality of work.

WORK EXPERIENCES

Science, Technology & Research Coordinator

Notre Dame of Tacurong College

August 2023-July 2024

Tacurong City, Philippines

- ✓ Managed logistics, venue booking, scheduling of meetings and transportations arrangements.
- ✓ Assigned to manage confidential information and maintained accurate records, attendance, and communication letters.
- ✓ Drafted, edited and proofread reports, letters and emails with keen attention to detail.
- ✓ Experienced in essential computer software: Microsoft Office Suite, Google Suite & Jamovi (Statistical application) for data management and record keeping.

Faculty (Science and Research Teacher)

Notre Dame of Tacurong College

August 2022-July 2024

Tacurong City, Philippines

- ✓ Utilized various computer software to prepare curriculum design, lesson plans, presentations, instruments and instructional materials.
- ✓ Monitored student progress and needs by developing authentic assessments, precise record-keeping and tabulations through spreadsheets.
- ✓ Built strong relationships with students, parents and staff.

Office Assistant (On-The-Job Training)

Office of the Municipal Agriculturist of Santo Niño

January 2022-June 2022

South Cotabato, Philippines

- ✓ Administrators, municipal chiefs, phone and walk-in clients' primary point of contact.
- ✓ Maintained and operated office equipment and tools including inventory of supplies.
- ✓ Assigned in sorting and sending of emails and communication letters.
- ✓ Handled clients of varying ethnicities and personalities with utmost professionalism.
- ✓ General clerical duties including data entry for farm and livestock insurances, copying, filing as well as taking minutes of departmental meetings.

Service Crew/Cashier (Part-Time Job)

Jollibee Foods Corporation

September 2018 - July 2019

Tacurong City, Philippines

- ✓ Operated POS, processing of payment and providing change and receipts.
- ✓ Overseeing customer order completion and answering customer questions.
- ✓ Closing or cashing out the register at the end of the shift.
- ✓ Putting take-out orders in containers or bags.

EDUCATION

Bachelor of Science in Biology

Sultan Kudarat State University

July 2022

Tacurong City, Philippines

- ✓ Best Research Presenter (University Research Exposition 2022)
- ✓ Region-Wide Youth Volunteerism Program Public Information Officer

Science, Technology, Engineering and Mathematics

Santo Niño National High School

April 2018

South Cotabato, Philippines

- ✓ Innovator of the Year (Best Capstone Project)
- ✓ Journalist of the Year (English Feature Writer)

SKILLS AND INTERESTS

- Computer Literacy (Microsoft Office Suite, Google Suite, etc.)
- Communication Skills (Fluent in English, Native in Filipino; both verbal and written)
- Organizational & Multitasking Skills
- Fast Learner with Problem-Solving Skills
- Analytical Skills with keen attention to detail

CHARACTER REFERENCE (upon request)

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.