

**MARY JANE ARAZA-CASTILLO**  
**Address:** Purok 3, Brgy. Capoocan, Calbayog City  
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**JOB OBJECTIVES**

To enhance my skills and experiences in different field of works. And to carry out duties in a way that promotes employee welfare and company’s growth.

**PERSONAL INFORMATION**

Nickname	:	Jane
Gender	:	Female
Age	:	28
Date of Birth	:	November 19, 1994
Place of Birth	:	Calbayog City
Weight	:	60
Height	:	4”11
Civil Status	:	Married
Citizenship	:	Filipino
Religion	:	Roman Catholic
Dialects	:	Waray-waray, Filipino, English
Spouse	:	Ravir N. Castillo
Parents	:	Marites A. Garonia and Julian P. Tampos

**EDUCATIONAL BACKGROUND**

<b>Tertiary:</b>	Bachelor of Science in Business Administration Northwest Samar State University Rueda Extension, Calbayog City, Samar (Gold and Silver Medal)	2011 – 2015
	Professional Teacher Certificate Program Northern Samar Colleges Catarman, Northern Samar	2016-2017
<b>Secondary:</b>	Tarabucan National High School Brgy.Tarabucan,Oquendo Dist., Calbayog City Valedictorian	2007 – 2011
<b>Elementary:</b>	Tarabucan Elementary School Brgy.Tarabucan, Oquendo Dist., Calbayog City Salutatorian	2001 – 2007

## WORK EXPERIENCES

- **Department of Social Welfare and Development**  
Pantawid Pamilya Pilipino Program  
Cluster Grievance Officer  
March 15, 2021- Present
- **Department of Social Welfare and Development**  
Enhanced Partnership Against Hunger and Poverty  
Operations Monitoring Officer  
June 16, 2020- March 15, 2021
- **Department of Social Welfare and Development**  
National Household Targeting System  
Area Supervisor  
November 25, 2019- March 31, 2020
- **Department of Social Welfare and Development**  
Sustainable Livelihood Program  
Monitoring Project Development Officer  
May 18, 2017- December 2019
- **Rural Bank of Calbayog City, Inc**  
Teller  
July 01, 2016- May 15, 2017
- **Rural Bank of Calbayog City, Inc**  
Loan Officer  
May 20, 2015- June 30, 2016
- **Citizen Satisfaction Index System Cascading(DILG)**  
Field Enumerator  
October 2014

## TRAININGS, SEMINARS AND WORKSHOP

- **Grievance Redress System Workflowautomation Or New Grs Roll Out And Test**  
Department of Social Welfare and Development  
Feb 14, 2023- Feb 17, 2023
- **Cyber Security Awareness**  
Department of Social Welfare and Development  
October 3, 2022- October 3, 2022
- **Bawat Buhay Mahalaga, Dswd Families, Angat Ka!**  
Department of Social Welfare and Development  
Sept 27, 2022- Sept 29, 2022
- **Enhanced Partnership Against Hunger And Poverty 2022 Year Starter Workshop**  
Department of Social Welfare and Development  
March 21, 2022- March 23, 2022

- **Specialized Training On Technical Writing, Data Analysis and Visualization.**  
Department of Social Welfare and Development  
Sept 29, 2021- Oct 1 , 2021
- **Training Of Area Supervisor For The Conduct Of Listahanan Third Round Household Assessment**  
Department of Social Welfare and Development  
November 26, 2019- November 29, 2019
- **Program Review and Evaluation Workshop 2018**  
Department of Social Welfare and Development  
December 19, 2019- December 22, 2018
- **Program Review and Evaluation Workshop 2017**  
Department of Social Welfare and Development  
January 16, 2018- January 20, 2018
- **Sustainable Livelihood Program Field Operational Manual**  
Department of Social Welfare and Development  
July 3, 2017- July 7, 2018
- **Citizen Satisfaction Index System Cascading(DILG)**  
Field Enumerator  
October 2014
- **NEEDS ASSESSMENT TRAINING AND Workshop**  
Northwest Samar State University  
Marketing Student  
December 10, 2014

**QUALIFICATIONS**

- Computer literate
- Fast learner
- Willing to learn and to be trained
- Willing to render over time
- Dedicated and hardworking individual
- God fearing and trust worthy
- Passionate in any kind of job

**SKILLS**

- Database Management
- Data Entry
- General Virtual Assistance
- Telemarketing
- Project Management
- General Research Services
- Technical Support
- Social Media Marketing
- Sales and Business Development

- Bookkeeping
- Financial Analysis
- Community Management
- Data Analysis
- Data Presentation

**CHARACTER REFERENCES**

- **Roxanne Juanerio-Rosales**  
DepEd-Calbayog  
Contact: 09261950019
  
- **Myca Romagos**  
Department of Social Welfare and Development  
Contact: 09514827350
  
- **Benjie B. Pelen**  
DSWD-Social Pension  
Contact: 09393976012

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*I hereby certify the validity of the above information's*

  
**MARY JANE ARAZA-CASTILLO**

Applicant