

**MA. KHYZMETTE JANE M. AVELINO**

Address: Brgy. Sta Mesa District 7 BLISS Dagami, Leyte

E-mail: [avelinokhyzmettejane@gmail.com](mailto:avelinokhyzmettejane@gmail.com)

Contact number: +63 915-723-3433

**Objective:**

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people which will allow me to grow personally and professionally.

**Personal Background**

**Name:** Ma. Khyzmette Jane. M. Avelino  
**Age:** 25  
**Date of Birth:** February 28, 1996  
**Place of Birth:** Tacloban City  
**Religion:** Roman Catholic  
**Citizenship:** Filipino  
**Father's Name:** Joselito B. Avelino (+)  
**Occupation:** Brgy. Kagawad  
**Mother's Name:** Ma. Fe M. Avelino (+)  
**Occupation:** Teacher

**Educational Attainment**

**Elementary:** Dagami South Central School  
S.Y. 2002-2008  
Dagami, Leyte  
**Secondary:** St. Joseph High School  
S.Y. 2008-2012  
Dagami, Leyte  
**Tertiary:** Leyte Normal University  
Bachelor of Library and Information Science  
S.Y. 2012-2016  
Tacloban City

**Skills**

•**Computer Literacy.** Proficient at MS Excel, MS Word, and MS Powerpoint

### **Seminars/Trainings**

- **Eastern Visayas Librarians Summit**  
August 29-31, 2018  
Leyte Normal University
- **PLAI National Congress 2019 and General Assembly**  
November 19-22, 2019  
Tagaytay International Convention Center, Tagaytay City
- **Certificate of Completion**  
**Orientation for Licensed Librarians, CPD Providers, and**  
**CPD Monitors on PRC Issuances on CPD (2019-2020)**  
February 17, 2021  
Via zoom webinar

### **Work Experiences**

- **Department of Labor and Employment**  
Government Internship Program  
August 1, 2016- December 31, 2016
- **Department of Social Welfare and Development**  
Community Development Assistant II  
October 9, 2017- December 31, 2017
- **Remedios Trinidad Romualdez Medical Foundation, Inc.**  
School Librarian  
January 24, 2018-Present

### **Reference**

- **Rhodora T. Navarro**  
Leyte Normal University  
Tacloban City  
09773306047

I hereby declare that all information furnished above are true and correct to the best of my knowledge & belief.

  
**MA. KHYZMETTE JANE M. AVELINO**

Applicant