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**Jan Angelique Maravilla, RPM**  
[Address]  
[Contact Number/s]  
[Email Address]

### **Licenses and Certifications**

- Licensed Psychometrician, License Number: 0001407
- Civil Service Examination - Professional, Top 1 - National Level (*April 2013*)
- Certified National Speaker for the World Council for Curriculum and Instruction (WCCI-Philippines)

### **Work Experience**

#### **Founder and Trainer - Team Lyqa: Civil Service Exam Review**

**January 2015 – present**

- Taught review classes all over the country including Davao, Iloilo, Tacloban, Pampanga, Naga, and Metro Manila
- Worked as a resource person and trainer in different government agencies including DSWD, NKT, San Juan City Hall, PNPA
- Set up the marketing campaign and created all the publication materials
- Wrote and developed the curriculum, modules, and training manuals
- Shot and edited all the video lectures posted on YouTube and other social media platforms

#### **Instructor – Messiah College Foundation**

**June 2011 - present**

- Created class programs and syllabi
- Developed lesson plans for classes in Psychology, English, Political Science, Philippine History, and Natural Science
- Held classes and evaluated the students' progress

#### **Psychometrician Board Exam Review Lecturer – ISWP Review Center**

**August - September 2015**

- Developed and taught board subjects: Abnormal Psychology and Psychological Assessment

#### **Client Account Representative – Manulife Business Processing Solutions**

**May 2012 – October 2013**

- Served as company liaison between John Hancock Retirement Plan Services, Third Person Administrators, Brokers, and 270 different North American companies

#### **Participant Services Representative – Manulife Business Processing Solutions**

**December 2011 – May 2012**

- Served as a customer service representative for John Hancock retirement plan holders

#### **Human Resources Department Interim Head – PMP Communications Company**

**December 2010 – February 2011**

- Conducted research and suggested system revisions for company management
- Revised and updated company rules and policies
- Hired and trained new employees and staff members
- Handled conflict management within the company

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## **Work Exposure**

### **Creative Director, Curriculum Developer, and Trainer - Sound Check Ministry December 2008 – 2016**

- Created posters, audio-visual presentations, and other multi-media effects used by the organization
- Formulated the curriculum, modules, and training manuals used by the organization
- Served as one of the main speakers in workshops and seminars held all over Luzon
- Trained volunteers on how to conduct workshops and seminars using the teaching modules of the organization

### **Youth Leader – ASTIG Youth Organization July 2004 – 2015 (as trainer)**

- Trained potential leaders and monitored their progress
- Attended various leadership seminars (John Maxwell's EQUIP Program, Rick Warren's Philippine Seminar – 2006, Potter's Leadership Academy, etc.)
- Organized concerts, mission trips, training programs, and a leadership-development camp
- Served as main speaker in events and seminars
- Represented the youth department in planning meetings

### **Project Artist, Continuity Writer, Audio Visual Director – Quality Plus Management Consulting Co., Philippine Food Safety Conference 2010**

- Created posters, audio-visual presentations, and other multi-media effects used for the conference
- Wrote the continuity script for the two-day program
- Supervised the Technical Team for the conference

## **Education**

University of the Philippines College of Law (2015-present)  
Juris Doctor

Messiah College, Mandaluyong City (2007-2011)  
Graduated - AB Psychology, *Church Ministry Award, Magna Cum Laude*

FEBIAS College of Bible, Valenzuela City (2005-2007)  
Graduated - Basic Bible Course

University of the Philippines, Diliman, Quezon City (2004-2005)  
BA Public Administration

Quezon City Science High School, Quezon City (2000-2004)

Fairview Baptist Academy, Quezon City  
Graduated, *Salutatorian*

New Jerusalem School, Quezon City

## **Skills and Qualifications**

- Proficient with Microsoft Word, Excel, and PowerPoint
- Skillful with Movie Maker, Photoshop, Power Director, and various multi-media editing programs
- Able to communicate effectively through written and oral forms
- A recognized instructor for V.O.I.C.E. (Values Education teacher for elementary and high school students)
- Selected and trained as a YouTube NextUp Creator (2017)
- Related trainings and certifications earned:
  - Certificate of Achievement on Becoming a Confident Trainer by tafeSA through Open2Study
  - Certificate of Achievement on Human Resources by Open Training Institute
  - Certificate of Achievement on Foundations of Psychology by RMIT University through Open2Study

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- Certificate of Achievement on Writing for the Web by Open2Study
- Certificate of Achievement on Sociology from University of Western Sydney
- Certificate of Accomplishment on Terrorism and Counterterrorism: Comparing Theory and Practice from Universiteit Leiden
- Certificate of Accomplishment *with Distinction* on The Addicted Brain from Emory University
- Certificate of Accomplishment *with Distinction* on Introduction to Forensic Science from Nanyang Technological University Singapore
- Certificate of Accomplishment *with Distinction* on The Bible's Prehistory, Purpose, and Political Future from Emory University

