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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*)

Qualifications

Leadership and Management

- Co-founded multiple non-profit community-based youth organizations
- Trained potential leaders for various non-profit organizations and monitored their progress
- Attended various leadership seminars (John Maxwell's EQUIP Program, Rick Warren's Philippine Seminar – 2006, Potter's Leadership Academy, etc.)
- Represented various organizations in planning and budget meetings

Teaching and Curriculum Development

Civil Service or Career Service Exam

- Wrote and developed a Civil Service Exam (CSE) review curriculum, modules, and training manuals
- Taught CSE 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

Psychometrician Licensure Exam Review

- Developed learning materials for board exam review
- Taught board subjects: Abnormal Psychology and Psychological Assessment

College Courses

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

Human Resources Management

- 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

Communication and Client Support

- Served as a customer service representative for John Hancock retirement plan holders
- Served as company liaison between John Hancock Retirement Plan Services, Third Person Administrators, Brokers, and 270 different North American companies

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Event Management

- Organized concerts, mission trips, training programs, and a leadership-development camp
- Served as main speaker in events and seminars
- Wrote the continuity script for a two-day program
- Supervised the Technical Team for the conference

Video Production, Website Content Creation, and Graphic Design

- Created posters, audio-visual presentations, and other multi-media files used for seminars, conferences, weddings, and other events
- Set up and wrote for websites
- Shot and edited video lectures posted on YouTube and other social media platforms

Social Media Management

- Provided client support for multiple Facebook pages and Instagram accounts for individuals and organizations
- Held and taught at social media management seminars

Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Final Cut Pro X
- CyberLink Power Director
- WordPress

Other Affiliations and Certificates

- Certified National Speaker for the World Council for Curriculum and Instruction (WCCI-Philippines)
- A recognized instructor for V.O.I.C.E. (Values Education teacher for elementary and high school students)
- Psychological Association of the Philippines member
- 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
 - 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

Work Experience

Founder and Trainer - Team Lyqa: Civil Service Exam Review (January 2015 – present)

Instructor – Messiah College Foundation (June 2011 – present)

Psychometrician Board Exam Review Lecturer – ISWP Review Center (August - September 2015)

Participant Services Representative – Manulife Business Processing Solutions (December 2011 – May 2012)

Client Account Representative – Manulife Business Processing Solutions (May 2012 – October 2013)

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Human Resources Department Interim Head – PMP Communications Company (December 2010 – February 2011)

Work Exposure

Creative Director, Curriculum Developer, and Trainer - Sound Check Ministry (December 2008 – 2016)

Youth Leader – ASTIG Youth Organization (July 2004 – 2015)

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

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

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