



# LINELI STARR P. GAYLAN

## Student

### My Contact

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### Hard Skill

- Bookkeeping
- Microsoft Office knowledge
- Presentation skills
- Editing
- Research

### Soft Skill

- Active listening
- Time Management skills
- Teamwork/Collaboration
- Critical thinking
- Work ethics
- Non-verbal communication skills
- Multi-tasking

### Education Background

- Holy Trinity Academy  
*Elementary Education*  
Completed in 2013
- Maranatha Christian Academy  
*Junior High School Education*  
Completed in 2017
- Technological Institute of the Philippines  
*Senior High School Education*  
*On-the-job Training*  
Completed in 2019
- National University of the Philippines  
*Doctor of Dental Medicine*  
2019 - on going

### About Me

Hardworking and highly organized 3rd year college student seeking any job suited. Served as a quiz bee enthusiast, math tutor to grade school and high school students, writer on school clubs, and recently a volunteer.

### Professional Experience

#### Dental Assistant 2017-2019

Key responsibilities:

- Analyze current and past financial data
- Instructing the patients properly before going to the operating room
- Processing of x-ray and laboratory results under the dentist's supervision
- Keeping and organizing the records of the patients and their dental treatment
- Scheduling the patients' appointments

#### Dental and Medical Mission Volunteer 2019

Key responsibilities:

- Carried out the tasks assigned efficiently
- Follows the instructions and tasks properly
- Supervising the people where and when to go
- Preparing the materials needed by the doctors and dentists before starting the procedures

### Achievements

- 2010 – 2015 Math, English and Spelling bee placer  
Consistent Top student
- 2015 – 2017 Consistent top student of the class  
Best in Computer, Math and Science  
Class Achiever
- 2019 Finished Senior High School with  
Honors
- 2019 – 2022 Dean's lister  
Blue Scholar