

# Althea Janine L. Anicas

Nagsangalan, Vigan City, Ilocos Sur, Philippines, 2700  
+639060787384



## I. PERSONAL DATA

**Birthdate:** December 06, 1995  
**E-mail address:** [ajluzanicas@gmail.com](mailto:ajluzanicas@gmail.com)  
**Age:** 25 years old  
**Nationality:** Filipino  
**Gender:** Female  
**Marital Status:** Single

## SUMMARY OF QUALIFICATION

A professional with the Degree of Bachelor of Arts in Communication with smart and amiable personality together with proven time management and collaboration skills developed from sporting and leadership engagements. Strong interpersonal skills enhanced by taking part in leadership activities to develop confidence and communication abilities. Understanding of general employability skills and the importance of working as part of a team, learning from others and developing as a professional.

## II. EDUCATION

### Tertiary

#### UNIVERSITY OF NORTHERN PHILIPPINES

Tamag, Vigan City, Ilocos Sur, Philippines

Bachelor of Arts in Communication

*College Scholar*

*Academic Achiever*

*Cum Laude*

2012 – 2016

### Secondary

#### SAN PEDRO RELOCATION CENTER NATIONAL HIGHSCHOOL CUYAB CAMPUS

Cuyab, San Pedro Laguna, Philippines

*Supreme Student Government – Secretary*

*Leadership Awardee*

2008 – 2012

### Primary

#### SAN PEDRO CENTRAL ELEMENTARY SCHOOL

San Pedro, Laguna, Philippines

2002 – 2008

## III. PROFESSIONAL SKILLS

- **Effective Communication Skills:** Articulate communicator with appreciation for the different communication styles requires when working with other team members or even with the prospect clients.

- **Honest and Reliable:** Strong morals and ethics ensure honesty, reliability and ability to undertake task responsibility
- **Flexible:** Understand the need to remain flexible to support last-minute demands and changes. Comfortable in changing environments and situations ensuring ability to remain and adaptable always.
- **Well-verse on the Computer Technology:** Knowledgeable using technical aspect that is prepared to embrace the technologies needed to perform the job effectively.
- **Creativity:** Always thinking outside the box that takes an interest in new ideas and new ways of doing things.

#### **IV. WORK EXPERIENCE**

- 2016 – Present                      **NORFIL Foundation, Inc. – Community-Based Inclusive Development (CBID)**  
 Training and Documentation Officer
- Submits training proposal and coordinates activities with the team
  - Deliver training courses, produce and prepare the training materials, logistics and communication support as well as create and keep tangible records of the programs and services that the project will aid and implement
  - Writes an article and human-interest stories of the beneficiaries, their families and communities.
  - Contributes in research design, data collection and reporting as required.
  - Support the team in developing high impact films, videos, documentaries, posters, and other materials in different mediums required for marketing and work reporting.

#### **V. TRAINING ATTENDED**

- September 10-12, 2019                      Training on Enhancing Democratic Structures and Child’s Rights Approach**
- December 6-7, 2018                      Training on Environment and Climate Change Perspective in working with Children**
- October 4-5, 2018                      Child Participation Training**
- October 2-3, 2018                      Gender and Disability Training**

June 5-9, 2017

**Training on Case Management: Violence Against  
Children (VAC)/Child Abuse**

**VI. LANGUAGES**

Fluent in both English and Tagalog

**VII. CHARACTER REFERENCE**

**A. Mr. Maximo Borje JR., MAT – Eng.**

Professor, University of Northern Philippines  
+63 917-568-3632

**B. Ms. Florian C. De Jesus**

Program Manager, NORFIL Foundation, Inc.  
+63 915-568-5001

**C. JHONNY BARRAMEDA**

Project-in-Charge, NORFIL Foundation, Inc.  
+63 917-302-6471

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*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

  
ALTHEA JANINE L. ANICAS  
Applicant