

MARIA LEONORA GUERRERO

Angeles City | 0981-045-2068 | guerreromarialeonora@gmail.com



Objectives

A motivated and hardworking individual seeking an opportunity to apply and enhance my skills in a professional environment. Known for being adaptable, responsible, and eager to learn, with experience in customer service, administrative tasks, and working in fast-paced settings.

Education

City College of Angeles

BS PSYCHOLOGY (S.Y. 2022 – 2026)

Experience

NOCEUR COFFEE

Barista | Angeles City | November 2023 – December 2025

- Provided friendly and efficient customer service in a fast-paced environment
- Operated POS system, handled cash and card transactions accurately
- Maintained cleanliness and organization of the workspace following hygiene standards

Psychology Intern (On-the-Job Training)

Sobriety Foundation Inc. | Angeles City | June 2025 – July 2025

- Assisted during patient assessments and monitoring
- Performed basic clinical documentation and recording
- Observed healthcare procedures and patient care management
- Maintained proper communication with patients and healthcare staff
- Developed skills in patient interaction, observation, and teamwork

RZA Manpower Services | Angeles City | January 2026 – February 2026

- Observed and analyzed behavioral and emotional responses during psychological assessments
- Documented findings with accuracy and attention to detail
- Assisted in data collection and basic analysis
- Followed ethical standards and confidentiality protocols

Holy Angel University — Guidance Office | Angeles City | March 2026 – April 2026

- Assisted in academic and school-related activities
- Supported administrative and documentation tasks
- Helped organize educational materials and student records
- Participated in school programs and collaborative activities
- Demonstrated responsibility, flexibility, and professionalism in educational settings

Competencies and Interests

- Customer Service and Communication
- Administrative and Documentation Skills
- Clinical and Patient Care Assistance
- Teamwork and Multitasking
- Computer Literacy and Office Applications
- Beverage Preparation and Cash Handling
- Adaptability in Fast-paced Environments
- Professional Growth and Continuous Learning

References

- Shekaiha Genevieve Tapnio
HR Generalist
Email: Sheikhatapnio.rzamanpower@gmail.com
- Donald Laxamana, RPh
Psychology Professor
Email: dlaxamana@cca.edu.ph