


Lynden Kate T. Tamayo



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 Al Fardan Building,
Sheikh Zayed Rd. Dubai

Education

Bachelor of Science in Psychology

Saint Ferdinand College -
Ilagan

2020 - 2024

Relevant Coursework: Industrial and
Organizational Psychology
Organizational Behaviour, Research
Method, Social Psychology

Skills

- Communication skills
- Time Management
- Detail-oriented
- Organizational skills
- Problem solving and Decision making skills
- Adaptability
- Computer literate
- Customer Service

Language

English

PROFESSIONAL SUMMARY

A Psychology graduate that has an excellent ability to problem solve and prioritize arrangements. With strong written, oral, and interpersonal communication skills. Also a highly effective critical thinker that can easily grasp new concepts and functions while still being detail oriented. Able to explain and describe detailed concepts to all levels with proficiency. With an expert knowledge of Microsoft Word, Excel, and PowerPoint Proven to work hard in a fast paced environment and multitask independently with little to no supervision

Work Experience

Xentromall-Ilagan, Philippines

Intern

- Maintained clean and organized workstation to comply with office standards
- Photo copied files, scanned records and filed documents by alphabetical order
- Gathered and registered information on database

OJ Fortune Service, Ilagan, Philippines

Intern

- Conducted standardized tests over to evaluate cognitive functions (memory, attention, language, executive functioning)
- Established rapport with clients, ensuring they felt comfortable and understood the assessment process
- Scored tests meticulously, adhering to scoring guidelines for accuracy and reliability
- Explained the implications of test scores to clients in a clear and empathetic manner

Saint Ferdinand College Guidance Office - Ilagan, Philippines

Intern

- Assisted in conducting one-on-one and group counseling sessions for students facing academic, social or personal challenges
- Managed and organized confidential student records, ensuring all documentation was up-to-date and accurately filed
- Assisted in the creation and execution of workshops and seminars focused on topics such as mental health awareness, study skills, and career planning

Certification and Licenses

Certified Human Resource Associate (CHRA)