



ARNELLI

REGISTERED PSYCHOMETRICIAN

CAREER OBJECTIVE

To work in an environment where I can impart my knowledge, talent, and skills, at the same time, taking part of the company's endeavors towards growth, progress, and success

WORK EXPERIENCE

Research and Development Coordinator OCT 2022- APR 2024

- Formulate research designs and methodologies.
- Coordinate team efforts for research and test development projects.
- Supervise the execution of research and test development endeavors.
- Uphold the security, integrity, and confidentiality of all test administration, research, assessment instruments, research data, and findings consistently.
- Manage the drafting process for scientific publications.
- Deliver presentations on scientific research outcomes to both internal groups and stakeholders.
- Oversee the process for publishing and presenting research papers.

Senior Psychometrician AUG 2022 - SEP 2022

- Consistently oversee the test questions across all testing platforms.
- Uphold and sustain the validity and reliability of the tests.
- Safeguard the integrity, security, and confidentiality of the tests consistently.
- Furnish comprehensive information regarding the tests.
- Develop and recommend methodologies, design reports, and interpret results.
- Guarantee the promptness of report generation.
- Assign and oversee report outputs.
- Generate and deliver valid and precise reports.
- Validate and ensure the reliability of the generated reports.

Assessment Support Specialist FEB 2021 - JUL 2022

- Provides administrative and technical support to the professional development and external linkages team, testing administration team, and assessment and data management team.
- Conducts product demonstrations for School Administrators from partner schools.
- Compiles computer-based test evaluation results and prepares a comprehensive evaluation report essential for training needs analysis and product review.
- Administers computer-based tests using online platforms.
- Offers chat moderation support during computer-based test sessions.
- Generates and ensures the quality check of unique and confidential student login credentials at partner schools.
- Designs various creatives for GRACE, including Audio-Visual Presentations, Video ads, Posters, Mail Ads, and PowerPoint presentations.
- Conducts Key Informant Interviews to gather insights for the company's research and development initiatives.
- Supports and documents Market Research activities for partner schools as a post-service.
- Transcribes meeting discussions and prepares minutes for Focus Group Discussions.
- Develops professional development training modules in alignment with PAASCU and PEAC requirements.
- Compiles a professional development training catalog.

CONTACT

- [Redacted Contact Information]
- [Redacted Contact Information]
- [Redacted Contact Information]

EDUCATION

2021 - Present

- Master of Arts in Clinical Psychology

2010 - 2014

- Bachelor of Science in Psychology

SKILLS

- Project Management
- Test Development
- Test Administration
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Data Analytics

PROFICIENCY

- Microsoft Office (Word, Excel PowerPoint)
- Google Workspace (Docs, Sheets, Slides)
- Video Editing (Adobe Premiere, Wondershare Filmora, CapCut)
- Photo Editing and Graphic Design (Adobe Photoshop, Adobe InDesign, Canva)
- Statistical Software (SPSS, Jamovi, Winstep)
- Psychological Test Administration (MMSE, BDS, MoCA, PNLTAB, DAPT, HTP, SSCT, RPM, BVMGT, TAT, MMPI, NEO-PI-R, 16PF)

TRAINING ATTENDED

- Psychological Association of the Philippines Conference (PAPCON) 2023: Moving Forward Towards a Global, Scientific, Ethical, and Socially Relevant Philippine Psychology
 - September 21-23, 2023
 - PAP
- International Conference on Educational Measurement and Evaluation 2023: Learning Loss Assessment and Recovery: Relevance and Directions in Post-Pandemic
 - August 24-26, 2023
 - PEMEA, Inc.
- NVIVO Qualitative Data
 - January 19, 2023
 - GRACE, Inc.
- Development of Test Norms
 - December 6, 2022
 - GRACE, Inc.
- Rebuilding Connections: Enhancing Rapport with Students in the Virtual Classroom
 - July 24, 2021
 - GRACE, Inc.
- Panel Discussion on the SEA-PLM 2019
 - February 23, 2021
 - PEMEA
- Ensuring Mental and Emotional Well-Being in Distance Learning
 - October 23, 2020
 - CEM, Inc.
- Cultivating Engaged and Responsible Independent Learners
 - October 9, 2020
 - CEM, Inc.
- Assessment in Online Distance Learning
 - August 29, 2020
 - GRACE, Inc.
- The Criticality of Psychometric Testing in Times of Changing Work Dynamics
 - June 6, 2020
 - Indian Institute Of Business Psychology
- Assessment 4.0 in the Time of Covid-19
 - May 12, 2020
 - PEMEA, Inc.

CERTIFICATION

- Career Service Professional | 2014
- Registered Psychometrician | 2017

Training Assistant

FEB 2020 - JAN 2021

- Facilitates the creation of training modules for client schools.
- Compiles and produces reports on training evaluations for training needs analysis.
- Assists in the procurement of resource speakers for professional development training.
- Oversee the complete process of training programs, including seminars, workshops, and webinars, both on-site and online. This includes:
 - Managing expenses
 - Crafting advertisements for professional development (posters, mail ads)
 - Preparing for professional development programs (invitations, registration, platform configuration)
 - Handling Continuing Professional Development (CPD) applications and liaising with the Professional Regulation Commission for filing requirements
 - Managing program hosting (emceeing, media operation)
 - Ensuring program completion (attendance tracking, evaluations, certificates, completion report submission to the PRC)
- Responsible for maintaining, administering, and enhancing brand marketing on various Social Networking Sites such as the website, Facebook, Twitter, and LinkedIn.

Part-time Psychometrician

AUG 2019 - NOV 2019

- Administers psychological assessments like MoCA tests and Mental Status Examinations to senior adults as an initial screening process for enrollment in the "BrainHQ" brain training program.
- Prepares psychological evaluation reports for clients to be reviewed by the company's neurologist.
- Provides support during individual coaching sessions for senior adult clients participating in brain training exercises.

Clinical Psychometrician

SEP 2018 - APR 2019

- Administers psychological assessments to applicants, both local and international.
- Performs mental health evaluations and interviews as components of the psychological assessment process.
- Supports the Psychologist in drafting reports and conducting psychotherapy sessions.

On-call Assistant Psychometrician

FEB 2018 - APR 2018 :
JUL 2018 - AUG 2018

and Evaluation, Inc.

- Supports Senior Psychometricians in producing reports for diagnostic and achievement tests.
- Engages in research activities, both technical and clerical, within ongoing projects of the Research and Development team.

Executive/Administrative Assistant

NOV 2014 - JUN 2017

- Provide direct assistance to the Chief Operating Officer (COO) with managing files, office upkeep, expense and allowance reports, telecommunication, and toll wallet replenishments, as well as approval lists and documents requiring signatures.
- Maintain and update company and executives' files, including lease contracts, permits, and Board Directors' identification documents.
- Coordinate monthly Management Committee meetings and be responsible for recording minutes during these sessions.
- Oversee the production and distribution of company identification cards for Head Office and Operations staff.
- Manage the issuance, monitoring, and inventory of company assets such as phones, laptops, and other internet devices.
- Prepare representation allowances for department heads on a quarterly basis.
- Handle payment requests for the company's telecommunication services, electricity, and water bills.
- Process salary deductions for employees from manpower agencies.
- Prepare and distribute monthly incentive privileges to operations staff.

MEMBERSHIP

Member of Psychological
Association of the Philippines

BASIC INFO

AGE: 30 YO
BIRTHDAY: [REDACTED]
GENDER: Female
HEIGHT: 5 ft
WEIGHT: 49 kg
CIVIL STATUS: Single
RELIGION: Christian
NATIONALITY: Filipino
LANGUAGES: Filipino / English

Paper Presentation

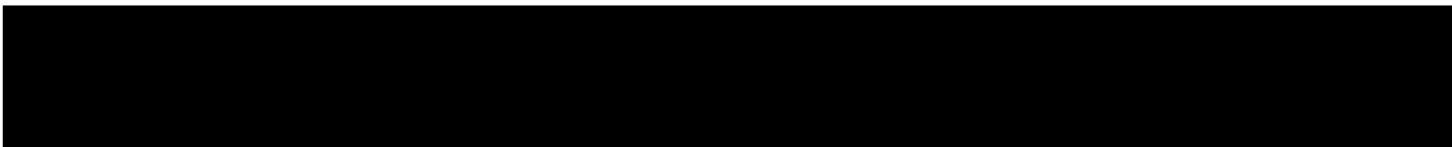
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Additional Skills and Expertise:

- Proficient in crafting engaging presentations utilizing Microsoft Office PowerPoint and Canva.
- Skilled in developing visually appealing infographic posters and illustrations for social media platforms with Adobe Photoshop and Canva.
- Experienced in creating a variety of audio-visual presentations, including short clips, slideshows, infomercials, typographic videos, and interviews, employing video editing software such as Adobe Premiere, Sony Vegas, Capcut, and Wondershare Filmora.
- Capable of editing print layouts like book covers and texts using Adobe InDesign.
- Proficient in producing customized graphic art and illustrations using AutoDesk, Aggie, and Procreate upon request.

Link to Portfolio: [REDACTED]

REFERENCE



This is to certify that the written statements are certified true and correct.


ARNELLI B. ATENTAR, Rpm
Applicant