CURRICULUM VITAE



**MARIA VERONICA D. ILLANA-LARGE**

**PERSONAL INFORMATION**Birthday: August 10, 1965
Height: 5 Ft. and 3 inches Weight: 135 lbs.
Birth Place: Cagayan de Oro City, Philippines
Sex: Female

Spouse: Carl Alan Large

Mobile No: +63-916-4266053 Landline: 858-3116 loc 3040
E-mail: bingac08@gmail.com

Residence: Blk. 1 Lot 15 Gate 3, Xavier Heights Subdivision, 9000 Cagayan de Oro City, PH

**DESIGNATION**Senior Staff/Administrative Assistant 2/College Academic Evaluator – 28 years

Experience in both Enrolment Information System (EIS) and Student Evaluation Information System (SEIS) – 9 years, and SLMIS (Student Lifecycle Management Information System by ORACLE) – 5 years
Dean’s Office, College of Arts and Sciences
Xavier University - Ateneo de Cagayan, 1991-Present

Assistant Instructor 2 - Lecturer (Part time Faculty) – 17 years
Department of English Language and Literature
Xavier University - Ateneo de Cagayan, 1999-Present

**EDUCATION**

Bachelor of Arts in Development Communication
Xavier University - Ateneo de Cagayan
October 1988

Master of Arts, Language and Literature

Xavier University - Ateneo de Cagayan
November 2014 – Present (on-going)

Diploma Certificate in Special Education (31 units)
Xavier University - Ateneo de Cagayan
May 2004

Certificate of Completion, Professional Education (18 units)
Xavier University - Ateneo de Cagayan
October 2003

**SEMINARS AND TRAININGS**

AASPHI​ “Leading and Managing People in Educational Institutions”

Amethyst Room, Limketkai Luxe Hotel, Cagayan de Oro City, PH

October 22, 2014

Outcome Based Education Seminar-Workshop

Saint John Vianney Seminary

Cagayan de Oro City, Philippines

May 2-3, 2014

Teaching Literature and the Humanities

Xavier University-Ateneo de Cagayan

Cagayan de Oro City, Philippines

April 26, 2014

Customer Service Training

Pryce Plaza Hotel

Cagayan de City, Philippines

August 2013

Conversations Toward Efficient and Effective College of Arts and Sciences Dean’s Office, College of Arts and Sciences,

Xavier University - Ateneo de Cagayan
June 2011

Staff Formation Workshop
Montegelo, Bukidnon
October 2009

**LEADERSHIP INVOLVEMENT**(Previous and present affiliations with other organizations on and off campus)

Chairperson, Board of Directors
Xavier University Community Credit Cooperative (XUCCCO)
2019 – Present

President

XUNTELU (XU Non-Teaching Employees Labor Union) – ALU TUCP

Present

University Staff Performance Evaluation Tool Committee – Member

c/o KRC and HR Office

Xavier University – Ateneo de Cagayan

2013 – Present

PAASCU – Student Services Committee - Member

Xavier University – Ateneo de Cagayan

2013 – 2014

University Staff Manual Revision Committee – Member

c/o Human Resource Office

Xavier University – Ateneo de Cagayan

2011 – 2014

Moderator – XU Glee Club

Xavier University – Ateneo de Cagayan

2014 – Present

Business Manager/Artist/Member

The Xavier Stage Company

Xavier University – Ateneo de Cagayan

2011 - Present

Chair, Ranking System for Non-Teaching Employees (210 Staff)
Xavier University – Ateneo de Cagayan

2008-2014

Member
Xavier University Community Credit Cooperative (XUCCCO)
2009 – Present

Secretary and CAS Alumni Coordinator and Events Organizer
Xavier University Arts and Sciences Alumni Association (XUAASAA)
Xavier University – Ateneo de Cagayan
2006 – Present

**PREVIOUS JOB EXPERIENCES:**

SPED Teaching Assistant (Volunteer), K2 – Grade 2 (2003-2008)

Pilgrim Christian College – Cagayan de Oro City

Administrative Support Staff (Part time)– Swiss-XU-Del Monte Monitoring (1995-1997)

Xavier University – Ateneo de Cagayan, under the supervision of the late Philippine Ambassador to the United States Emmanuel Pelaez and now Arch. Bishop Antonio J. Ledesma, SJ

Secretary – Development Office (1989-1991)

Xavier University – Ateneo de Cagayan under the supervision of Fr. Rafael N. Borromeo, SJ

**AWARDS/ HONORS RECEIVED**

Service Award - 25 years
Xavier University- Ateneo de Cagayan (February 2014)

Service Award
Office of the Student Affairs, Xavier University (March 2008, March 2009, March 2010)

**SKILLS/ INTERESTS**

Written and Oral Communication Skills, Events Planning and Organizing, Seminar Workshop Facilitator, Literary and Reportorial Writing, Computer Literate (Microsoft Office, Internet Explorer), Counselling/Advising, Singing, Dancing, Acting, Driving

Language skills : English (Fluent), Filipino/Tagalog (Fluent), Cebuano (Native Speaker), Surigaonon (Fluent)

**References**

**Name: Atty. Neil Y. Pacamalan**

Telephone No: 301-2000 ext 2559

Email: PacamalanNY@state.gov

Position: Cultural Affairs Specialist for Mindanao

 Public Affairs Section

 US Embassy Manila

Relationship: Colleague

Years Known: Twelve Years

**Name : Fr. Antonio F. Moreno, SJ**

Telephone No. : +63- 920- 918-3104

Email : afmoreno1@yahoo.com

Position : Father Provincial

Company : Society of Jesus Provincial House, Manila

Relationship : Former Boss

Years Known: Nine Years

**Name: Gregory Bruce MacAleese**

Telephone No.: +63-9058854628

Email: 2347gmac@yahoo.com

Position: Retired

Company: US Police Officer, New Mexico

Relationship: Family Friend

Years Known: Four Years

**Major Tasks – Senior Staff, Administrative Assistant/College Academic Evaluator**

* Act as Officer-in-Charge in the Office, in cases where both the Dean and Associate Dean are outside the Campus;
* Act as Academic Adviser to undergraduate students with regards to their academic performance, study loads;
* Represents the College in meetings, university functions in and outside the campus as advised by the Dean/Associate Dean;
* Acts as Liaison Officer for the college to the different offices in the university;
* Responds to memos and communications in their behalf as per advised by the Dean/Associate Dean;
* Ensure orderliness in the office: sees to it that the junior staff and student assistants are doing their daily tasks;
* Prepares and makes reports on Faculty Evaluation;
* Prepares and sends out subject requests to the different departments per semester;
* Compute grades for Dean’s List and Graduation Honors;
* In-charge of Enrolment for Freshmen students;
* Evaluates students candidate for graduation;
* College Coordinator during Graduation Ceremonies;
* Conceptualize and Implement events and gatherings for the alumni of the college, and delegate tasks to committee members involved;
* Ensures the Dean and Associate Dean their schedules of meetings, travels, etc., are correct.

**Major Tasks – Lecturer-Assistant Instructor 1**

* Prepares course outline for the courses English 014, 16 and 27;
* Prepares and presents visuals for a specific topic for discussion;
* Prepares and administers department exam for the said subject/s;
* Interview students for their Mock Job Interview as part of their subject requirement;
* Checks, corrects and suggest revision for students’ Business Reports and Final Term Paper;
* Computes, record grades of students and submits it electronically and hard copy to the Registrar’s Office.

**Major Tasks – Administrative Support Staff – Swiss-XU-Del Monte Monitoring (1995-1997)**

 - Keep records and documents;

 - Document minutes of meetings of the Monitoring Body;

 - Coordinate activities of the Monitoring Body;

 - Assist Monitoring Body & Research Assistant in the conduct of key informant interviews

 and secretarial work;

 - Administer & report project funds according to approved budget;

 - Other tasks as maybe assigned by the Monitoring Body members and confirmed by

 Fr. Tony Ledesma, S.J.

 - Under the direct supervision of Fr. Tony Ledesma, SJ – Co-chairperson of Migros/Del Monte

 Social Clause Monitoring Body and Ms. Barbara Salazar – Coordinator, HEKS Swiss Inter Church

 Aid – Phil. Program

**Secretary – Development Office (1989-1991)**

 - Assists the Director of Development in effectively establishing the Faculty Endowment Fund;

 - Assists the DD in reaching out to friends and alumni, in reaching out and establishing

 relationships for fund-raising strategies;

 - Keep records and documents;

 - Document minutes of meetings;

 - Administer & report expenses according to approved budget.

 - Assists in the editing, lay-outing, printing and mailing of the XU Development News, a quarterly

 Publication featuring news articles of activities, events, outreach programs and future plans of

 the university of interest to alumni and friends worldwide.