

# LAYLA-TAL O.MEDINA

## CONTACT DETAILS

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## WORK EXPERIENCE

### ADMINISTRATIVE AIDE VI

DOST-Philippine Nuclear Research Institute | June 2013 to present

Disseminates documents and official communications in sections and divisions within the Institute; also drafts official communications.

### SCIENCE AIDE

DOST-Philippine Nuclear Research Institute | June 2013 to present

Disseminates documents and official communications in sections and divisions within the Institute; also drafts official communications.

## EDUCATION HISTORY

### University of the Philippines--School of Industrial Relations

Diploma in Industrial Relations | Currently enrolled

Units earned: 18 units

### Far Eastern University Diliman (Formerly FEU-FERN College)

AB Legal Management| Class of 2004

Involved in student organizations such as the Scholasticus Lex (the official course organization of the Legal Management students of the then FEU-FERN College). Also coordinated with officers of the Alliance of Legal Management Society Associations of the Philippines

## COMPETENCIES

- Knowledge of Philippine Labor laws
- Legal writing
- Graphic design
- Microsoft Office
- Brush pen calligraphy

## / OTHER INTERESTS

My interests range from public policy to, policy-making particularly in human resource management, human resource development.