



MERLIN R. LEBANTE



CONTACT



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Email

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Address

Brgy. Kambonggan
Baybay City, Leyte, 6521



EDUCATION



2018-2019

Master of Management- Major in Agribusiness Mgmt.

Visayas State University



2012 - 2015

Bachelor of Science in Agribusiness

Visayas State University



2010

Vocational Course - Bartending NCII

Acedilla Technological Institute



2006-2009

Secondary Education

Makinhas National High School



2000-2005

Primary Education

Kambonggan Elementary School



PROFILE INFO

Admin Clerk and designated as Deputy and Records Controller (dDRC) with 6 years' experience in a Regional Research and Development Center delivering technical tasks for the projects. Delivers quality output, always perseveres to achieve the best possible results; quick to learn, easily adapts to work environment, with good interpersonal and organizational skills and have a high sense of responsibility.



WORK EXPERIENCE



Clerk/dDRC

2021-2022

VSU- Regional Climate Change

Research and Development Center

Working as Clerk for 2 years

Designated as Deputy Documents and Records Controller (dDRC).



SRA

2017-2020

VSU- Regional Climate Change

Research and Development Center

Working as SRA for 3 years

Serve as Clerk



Encoder

2016

VSU- Regional Climate Change

Research and Development Center

Working as encoder for 1 month

Serve as Clerk



Marketing Assistant

2016

Riders Adventures LTD.com

Working as Marketing Assistant for 8 months



MY SKILLS & EXPERTISE

Advanced skills in

Microsoft Office Suite



Editing & Lay-outing

(Canva, publisher)



Organizational Skills



Photography



Google Workspace



CERTIFICATE

Certified Professional - CSC-Sub Professional

August 2022



MY REFERENCE

Dr. Eduardo O. Mangaoang

Project Manager -CORR

0928-349-6489

Dr. Guiraldo C. Fernandez Jr.

VSU Board of Regents-Secretary

10922-400-9161