



**MONA NENA B. GERALDO**

Baybay City, Leyte

(+63)9359468586

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#### **JOB QUALIFICATIONS:**

- Hardworking and willing to render overtime
- Eager and interested to do the task
- Consistently keeps a positive attitude towards helping people
- Cooperatively works with others to produce and deliver required work
- Can work under pressure with less supervision

#### **PERSONAL INFORMATION:**

Date of Birth:	November 4, 1986
Place of Birth:	City of Baybay
Age:	36
Civil Status:	Married
Spouse Name:	Arian Wen R. Geraldo
	Machine Operator at Taichung, Taiwan
Language Spoken:	English, Tagalog and Cebuano

#### **EDUCATIONAL BACKGROUND:**

##### **ELEMENTARY**

Baybay South Central School

1993-1999

-Band Majorette

##### **HIGH SCHOOL**

Baybay National High School

1999-2003

-Classroom Officer

-Classroom honor

##### **COLLEGE**

Visayas State University

Bachelor of Science in Agribusiness

2011-2015

#### **ELIGIBILITY:**

- Career Service Professional Eligibility

Rating: 82.22%

Date of Examination: August 6, 2017

Place of Examination: Saint Joseph College Maasin City

#### PROFESSIONAL SKILLS:

- Goal-oriented
- Self-directed and able to complete task with limited supervision
- Team player
- With pleasing personality, hardworking and willing to be trained
- Computer Proficient

#### EMPLOYMENT HISTORY:

- Former Store Crew/Cashier at Fresh Berry Foods Corp. (Goldilocks Baybay)  
(April 2016- April2017)

#### SEMINARS AND TRAININGS ATTENDED:

- Business Forum With Guest Speaker"Sandy Javier" Of Andoks  
*Visayas State University, Visca,Baybay City, Leyte*
- Personality Development and Business Ethics Seminar  
*Visayas State University, Visca,Baybay City, Leyte*
- *Pre-Employment Seminar And Labor Employment*  
*Visayas State University, Visca,Baybay City, Leyte*
- *Vsucc Basic Cooperative Seminar*  
*Visayas State University, Visca,Baybay City, Leyte*
- *Orientation On Basic Customer Service And Work Values*  
*Visayas State University, Visca,Baybay City, Leyte*
- *Risk Assessment And Documentation Training*  
*Visayas State University, Visca,Baybay City, Leyte*

#### CHARACTER REFERENCE:

- Ms. Angelita Paradero  
Instructor  
Department of Business Management  
Visayas State University
- Louella C. Ampac  
Financial Management Director  
Visayas State University
- Alicia M. Flores  
OIC, Budget Head  
Visayas State University