

# JOLINA D. ESPERA

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## Objectives:

To attain a posotion that will effectively enhanced my knowledge, skills end experience.j

## Personal Information

Age: 25 years old  
Gender: Female  
Date of Birth: August 17, 1999 Place of Birth: Northern Samar  
Civil Status: Single

## Professional Skills

- Proficient in Google Workspace
- Proficient in Microsoft Office
  - ✓ Microsoft Word
  - ✓ Microsoft Power Point
  - ✓ Microsoft Excel
- Adobe Photoshop
  - ✓ Graphic Design
- Oracle Support
- Computer Literate

## Educational Background

### Graduate Program:

<b>Masters in Public Resource Management</b>	<b>1st Semester 2023-Present</b>
<b>12 units earner</b>	
Eastern Visayas State University – Main Campus Tacloban City, Leyte, Philippines	

### Bachelors Degree:

<b>BACHELOR OF SCIENCE IN ENTREPRENUERSHIP</b>	<b>2016 – 2018</b>
Latin Honor: Cum Laude	
Eastern Visayas State University – Main Campus Tacloban City, Leyte, Philippines	

<b>Secondary:</b>	Abuyog Community College -SHS	<b>2016 – 2018</b>
	Abuyog, Leyte	
	Manlilisid National High School –JHS	<b>2012 – 2016</b>
	Javier, Leyte, Philippines	
<b>Elementary:</b>	Abuyogay Elementary School	<b>2006 – 2012</b>
	Javier, Leyte, Philippines	

# Experiences

INCLUSIVE DATES		POSITION TITLE	DEPARTMENT / AGENCY / OFFICE / COMPANY
From	To		
06/03/2024	PRESENT	<b>SCHOOL REGISTRAR</b> <ul style="list-style-type: none"><li>✓ Prepare the transcript of records of students who graduate, transfer to other schools or for other purposes</li><li>✓ Coordinate with the instructors, Accounting Officer, Dean and School Director on matters concerning student records and their management</li><li>✓ Deal with requests and inquiries from students and their parents concerning student records</li><li>✓ Acceptance and custody of school records forwarded from the high school or previous tertiary school attended by the students</li><li>✓ Facilitate the admission of transferees by evaluating which courses or subjects would be given credit</li><li>✓ Assist the Dean during the enrolment of continuing and returning students by providing the former the updated list of subjects taken up during the previous semesters with the corresponding grades or remarks given by the instructors</li><li>✓ Ensure the posting of the grades earned by the students to their individual files</li><li>✓ Maintains files in proper order; pulls records for processing and refiles.</li><li>✓ Submit CHED requirements and reports</li><li>✓ Other office works related.</li></ul>	<b>ABE INTERNATIONAL COLLEGE - TACLOBAN</b>
09/05/2022	05/31/2024	<b>SCHOOL CASHIER / PTOPEPTY CUSTODIAN</b> <ul style="list-style-type: none"><li>✓ responsible for processing and receiving payments and issuing receipts to customers</li><li>✓ Manage transactions with customers using Oracle Peoplesoft</li><li>✓ Inventory on School suppl</li><li>✓ Other office works related</li></ul>	<b>ABE INTERNATIONAL COLLEGE - TACLOBAN</b>
10/03/2022	04/28/2023	<b>TELEMARKETER</b> <ul style="list-style-type: none"><li>✓ Responsible for calling a list of potential clients and customers to describe a product or service they might be interested in</li><li>✓ Nightshift worker</li></ul>	<b>MEBS CALL CENTER PH - TACLOBAN</b>
05/14/2018	10/30/2023	<b>SK OFFICIAL</b>	<b>SANGGUNIANG KABATAAN NG BRGY. ABUYOGAY JAVIER, LEYTE</b>
07/19/2021	03/23/2022	<b>SALES REPRESENTATIVE</b> <ul style="list-style-type: none"><li>✓ Work with 10 people in a team and work on marketing and sales project</li><li>✓ Book canvassing</li></ul>	<b>PHILIPPINE PUBLISHING HOUSE - LEYTE</b>
01/04/2018	03/08/2018	<b>WORK IMMERSION / DATA ENCODER</b> <ul style="list-style-type: none"><li>✓ Maintains files in proper order; pulls records for processing and refiles.</li><li>✓ Input data to system (PSA filing)</li><li>✓ Other office work related</li></ul>	<b>ABUYOG MUNICIPAL CIVIL REGISTRAR</b>

Certificates and Seminars

TITLE	DATE		CONDUCTED/SPONSORED
SCHOOL BASED TRAINING OF TEACHERS ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS	06/24/2024	06/24/2024	ONLINE/ DepEd Region VIII - Division of Tacloban City
17TH LEYTE BUSINESS CONFERENCE	10/17/2023	10/18/2023	Philippine Chamber of Commerce and Industry Tacloban-Leyte Inc.
2023 NSTP COORDINATOR'S FORUM	02/24/2023	02/24/2023	Commission on Higher Education (CHED) Regional Office VIII
WEBINAR ON GENDER FAR LANGUAGE IN THE EDUCATION CONTEXT	03/7/2022	03/07/2022	Eastern Visayas State University - Tacloban / Gender and development
WEBINAR ON DEVELOPING AN ENTREPRENEURIAL MINDSET	11/11/2021	11/11/2021	ONLINE/Eastern Visayas State University-Gender and development
10TH INTERNATIONAL BUSINESS SUMMIT	10/28/2021	10/29/2021	ONLINE/Eastern Visayas State University - Tacloban
SK MANDATORY TRAINING	05/22/2018	05/22/2018	Abuyog Community College/National Youth Commission & Department of the Interior and Local Government

I hereby declare that the above information given are true and correct.

  
**JOLINA D. ESPERA**  
Applicant

