

MARVIN S. TEJANO

Brgy. Sabang, Baybay City, Leyte

Mobile # : 09156563169

Email: marvintejano444@gmail.com



OBJECTIVE

- To obtain a position in growth-oriented company where I can showcase my skill and experience as well as contribute to the organization's goals that provide opportunities for career advancement and personal growth.

QUALIFICATIONS

- MS Office Applications (Word, Excel, Power Point)
- Leadership Skill
- Greet Person Entering Organization
- Prepare Letters and Documents
- Good Listener
- Ability to handle stress effectively
- Good English Communication Skill
- Quick Learner
- Google Forms & Drive

WORK EXPERIENCE

- | | |
|--|---|
| ➤ OJT
Business Permit and Licensing Office | Operation Staff
JHRC EDUCATIONAL |
| / City Mayor's Office
Tandag City Hall
Year 2018 | CONSULTANCY SERVICES
M.L. Quezon St., Baybay City, Leyte
Year 2020 - 2022 |

PERSONAL DATA

Age	: 24
Civil Status	: Married
Sex	: Male
Birth Date	: April 25, 1998
Birth Place	: Poblacion, Marihatag, Surigao del Sur
Region	: Roman Catholic
Height	: 5:6
Weight	: 67 kgs
Mother's Name	: Clemencia S. Tejano

Father's Name : Gomersindo M. Tejano
Language Spoken : English, Tagalog, Visayas, Kamayo

EDUCATIONAL BACKGROUND

2019 -2020	Master in Public Administration Cebu Technological University -Main Campus M.J Cuenco Ave. Corner R. Palma St., Cebu City
2015 -2019	Bachelor of Arts Major in Public Administration SURIGAO DEL SUR STATE UNIVERSITY Tandag City, Surigao del Sur
2011 – 2015	Holy Child Academy Marihatag, Surigao del Sur
2010 -2011	Marihatag Central Elementary School Marihatag, Surigao del Sur

CHARACTER REFERENCES

➤ **APPLE JADE O. TEJANO**
Teacher III
Contact #: 09659445214

JOVITA S. UMAPAS
Vice Mayor
Contact #: 09121923143

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

MARVIN S. TEJANO
APPLICANT