

## Curriculum Vitae

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## Career Objective

A motivated and adaptable individual seeking to contribute my organizational, clerical, and interpersonal skills as an Administrative Aide III at the Faculty of Humanities and Social Sciences, Visayas State University. I aim to support the office in its academic and administrative functions while continuously learning and developing as part of the public service sector.

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## Educational Background

2022 – 2025 | Bachelor of Science in Agribusiness

*Visayas State University, Baybay City, Leyte*

2019 – 2021 | Senior High School (Academic Track)

*Baybay City Senior High School, Baybay City, Leyte*

2015 – 2019 | Junior High School

*Franciscan College of the Immaculate Conception, Baybay City, Leyte*

2010 – 2015 | Elementary Education

*Baybay I Central School, Baybay City, Leyte*

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## Work Experience

Call Center Agent (Summer Job) – GPC, August of 2022

- Handled customer inquiries and provided solutions within set timelines
- Developed communication and problem-solving skills under pressure

On-the-Job Training – Guimaras Wonder's Farm (2024)

- Gained practical experience in agribusiness operations
- Assisted in financial analysis and enterprise management
- Contributed to marketing and production-related tasks

Achievements & Participation

- Young Farmers Challenge (YFC) Regional Awardee, 2024 – Recognized for innovative agribusiness enterprise development
  - Young Farmers Challenge (YFC) National Finalist, 2024 – Represented Region 8 at the national level, showcasing entrepreneurial skills and leadership
  - Participant, INNOV8 2024 – Engaged in innovation-driven activities and pitching opportunities to enhance entrepreneurial and creative skills.
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### **Skills**

- Proficient in MS Office (Word, Excel, PowerPoint)
  - Strong organizational and record-keeping abilities
  - Effective written and verbal communication
  - Adaptable and quick learner in new environments
  - Team-oriented with leadership potential
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### **Trainings / Seminars Attended**

- SK Mandatory Training – DILG, Baybay City, Leyte | Nov 27, 2023
  - BSAB Internship Orientation – DBM, Visayas State University | Nov 20, 2024
  - Workshop Cum Benchmarking on Strengthening Youth Participation in Urban Environment Preservation and Good Governance – DILG, Boracay Island, Malay, Aklan | Nov 20 – Dec 2, 2023
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### **Character References**

- Doryn Jan Avila – Department Head, Department of Business and Management, Visayas State University  
Tel. No.: (053) 565-0600
- Rosario E. Griesser – Owner, Guimaras Wonder's Farm  
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