

KYBEE M. CAYONE

Zone 15, Baybay City, Leyte

0969-070-7455

cayonekybee97@gmail.com



OBJECTIVES:

To pursue a carrier in reputed organization which will give me an opportunity to learn and enhance my knowledge at the same time contributes my effort in growth of organization.

PERSONAL DATA:

Date of Birth	:	August 15, 1997
Age	:	27 years old
Place of Birth	:	Cebu City
Citizenship	:	Filipino
Religion	:	Roman Catholic
Sex	:	Female
Height	:	5'0
Weight	:	54 kls
Civil Status	:	Single
Language / Dialect Spoken:		English, Tagalog, Visayan

EDUCATIONAL PROFILE:

Tertiary	:	University Of Cebu – Main Campus Sanciangko St, Cebu City Bachelor of Science in Customs Administration SY 2017-2018
Secondary	:	Franciscan College of the Immaculate Conception Baybay City, Leyte SY 2013-2014

Primary : Baybay II Central School
Baybay City, Leyte
SY 2009-2010

WORK EXPERIENCES:

- Alin Customs Brokerage Services – On the job training (200 hours)
Tipolo, Mandaue City
- Lao Customs Brokerage - Import In Charge
Looc. Mabini St. Mandaue City
- Agility International Logistics Inc.- Job Accounting/Billing Staff
Tipolo, Mandaue
- Procurement Office- Present Clerk/adDRC
VSU, Baybay City, Leyte

SKILLS:

- Knowledgeable in Microsoft Office Software
- Flexible in a work
- Ability to work under pressure
- Time management
- Adaptability
- Teamwork and interpersonal skills
- Positive attitude
- Willingness to learn
- Thinking skills (problem solving and decision making)

CHARACTER REFERENCES:

Jessamine C. Ecleo
Head, Procurement Office
Visayas State University

Alicia M. Flores
Head, Budget Office
Visayas State University

SAMUEL CORTES
Export In Charge
Agility International Logistics