

CHRISTENED GRACE C. CATINDOY

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622 Velarde Street Brgy Salvacion Poblacion

Alangalang Leyte

28 years old



SUMMARY OF QUALIFICATIONS

Possess good leadership skills
Innovative
Good Communication Skills
Trustworthy
Proficient in Windows, Internet and M.S. Office applications.

WORK EXPERIENCE

2017	Fraud Analyst SITEL Philippines Mandaluyong Manila
2018-2021	Payroll Specialist Concentrix Cebu Financial Account, Intuit department
2021-present	Human Resource Officer / Accounts Payable Officer United Shalom Medical Center (Tacloban City) Human Resource Department

SCHOLASTIC RECORDS

2024-2025	MASTER IN PUBLIC RESOURCE MANAGEMENT – PLAN B EASTERN VISAYAS STATE UNIVERSITY-MAIN CAMPUS Tacloban City
2013-2017	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT VISAYAS STATE UNIVERSITY-ALANGALANG Binongtoan, Alangalang, Leyte <i>Cum Laude</i>
2009-2013	ALANGALANG NATIONAL HIGH SCHOOL Alangalang, Leyte <i>5th HONORABLE MENTION</i>
2003- 2009	ALANGALANG I CENTRAL SCHOOL Alangalang, Leyte <i>With honors</i>

TRAININGS AND SEMINARS ATTENDED

2015	24'th Philippine Biodiversity Symposium Island Biodiversity Conservation:Successes, challenges & future direction Participant -- University of Eastern Philippines Catarman Northern Samar
2018	FY19 Intuit DIY Payroll Training Trainee – Concentrix Cebu
2021	Basic Life Support Training United Shalom Medical Center Trainee – USMC Tacloban City
2023	Strategic Planning Workshop United Shalom Medical Center Organizer
2023	Rater's Training 2023

	United Shalom Medical Center
	Participant
2023	IMPROVING PRODUCTIVITY THROUGH EMPLOYEE ENGAGEMENT
	DOLE Region VIII
	Participant
2024	Strategic Planning Workshop
	United Shalom Medical Center
	Participant

ACHIEVEMENTS AND EXTRACURRICULAR ACTIVITIES

2012-2013	SUPREME STUDENT GOVERNMENT (SSG) 4th Year Highschool Representative Alangalang National High School - Alangalang, Leyte
2013 – 2015	DEAN’S LISTER Visayas State University – Alangalang Binongtoan Alangalang, Leyte
2015-2016	CSSC (College of Supreme Student Council) Board Member Visayas State University – Alangalang Binongtoan Alangalang, Leyte
2016	MERIT OF LEADERSHIP 1 st Semester, S.Y. 2015-2017 Visayas State University-Alangalang Binongtoan Alangalang, Leyte
2017	BEST IN THESIS 2 nd Semester, S.Y. 2016-2017 Visayas State University-Alangalang Binongtoan Alangalang, Leyte
2018	AMBASSADOR IN COMMUNICATION Sitel Philippines Capital One Bank Mandaluyong Manila

CHARACTER REFERENCES:

Santos E. Getalado / United Shalom Hospital / Hospital Administrator / 0917-707-7750
Mabelle C. Bequilla / United Shalom Hospital / HR Staff / 0953-220-7885

I do hereby declare that the above statements are true and correct to the best of knowledge and belief.


CHRISTENED GRACE C. CATINDOY