

RESUME

KERRY UY SUDARIA

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PERSONAL INFORMATION

Age: 29

Sex: Female

Weight: 48 kg

Height: 161 cm

Father: Roe Y. Uy

Mother: Nida B. Uy

Status: Married

Birthday: March 13, 1994

Birthplace: Baybay City, Leyte

Religion: Roman Catholic

Nationality: Filipino

Spouse: Letuz M. Sudaria

EDUCATIONAL BACKGROUND

Master of Management in Agribusiness Management. Visayas State University, Visca, Baybay City, Leyte. August 2017 – June 2019.

Bachelor of Science in Agribusiness. Visayas State University, Visca, Baybay City, Leyte. June 2011 – April 2015.

Visayas State University Laboratory High School, Visca, Baybay City, Leyte. June 2007 – March 2011.

Grace Christian School, Baybay City, Leyte. June 2001 – March 2007.

WORK EXPERIENCES

- 1. Customer Associate** in Landbank of the Philippines – Baybay Branch, Baybay City, Leyte. December 1, 2021-Present.

Duties and Responsibilities:

- Acts as a frontliner; attends to various queries and requests relating to opening/closing of accounts and various online Bank products and remittances.

- Receives and handles cash and/or check deposits and payment and maintains an updated record of various bank transactions, including incoming/outgoing clearing check transactions.
- Coordinates balance of ATM Machines and loading of ATM Machines.

2. Geographic Information System (GIS) Encoder in Phil-LiDAR II, Eco-FARMI, Visayas State University, Visca, Baybay City, Leyte. January 2017 – May 2017.

Duties and Responsibilities:

- Support GIS analysts with projects and tasks, helping to design and develop databases, and analyzing information to be used in reports and articles.
- Accurately and efficiently encode all data that needs organizing and recording.
- Helps produce detailed resource maps for agriculture in Eastern Visayas.
- Confirm that entered data accurately aligns with original documentation.
- Adhere to and meet set schedules and deadlines.

3. Store Specialist in Globe Telecom, Bonifacio Street, Baybay City, Leyte. April 2016 – September 2016.

Duties and Responsibilities:

- Assists walk-in subscribers with their concerns and queries.
- Sells all products and services to walk-in subscribers.
- Performs product demonstrations.
- Accept, screen and verify documents received from subscribers.
- Practice timely and efficient customer delivery thereby achieving targets for the entire team.
- Complies with agreed shift schedules.
- Ensure proper monitoring and resolution of after-sales transactions.
- Encode in all transactions that are passed on to other support groups, whether at the Head or Regional Office.
- Able to function as custodian or cashier as the need arises.

MEMBERSHIP IN ORGANIZATIONS

- Land Bank of the Philippines Employees Association (LBPEA). Member 2021-present.
- Society of Agricultural Educators in Region 8, Inc. (SAER 8). Member. 2019-present.
- Society of Agribusiness Students (SABS). Member. Visayas State University, Visca, Baybay City, Leyte. 2011-2015.
- Sangguniang Kabataan. Councilor. Zone 10, Baybay City, Leyte. 2010-2013.

ELIGIBILITY

- Career Service (Professional) Second Level Eligibility (C.N. 08-200205-465)

TRAININGS AND SEMINARS ATTENDED

- CASA Bookkeeper Training. September 27-29,2023 at Landbank Sagkahan Branch, Tacloban City.
- LEAP: ATM Balancing/Complaints Handling. December 3, 2022 at 10/F, Landbank Plaza, Malate, Manila via Zoom application.
- LEAP: Landbank Sustainable Finance (LSF). November 15, 2022 at Landbank Plaza, Malate, Manila via Zoom application.
- LEAP: Information Security Management Awareness. October 31, 2022 at Landbank Plaza, Malate, Manila via ZOOM application.
- Public Sector Unionism Webinar. September 23, 2022 at Landbank Plaza, Malate, Manila via ZOOM application.
- 2022 AML/CTPF Updates for Branches. September 02, 2022 at Landbank Plaza, Malate, Manila via ZOOM application.
- Oncoll Facility for NGCDS Project for BTR. May 26, 2022 at Landbank Plaza, Malate, Manila via ZOOM application.
- LEAP: Remittance Operations. May 13, 2022 at Landbank Plaza, Malate, Manila via ZOOM application.
- LEAP: Card and ATM Operations. May 13, 2022 at Landbank Plaza, Malate, Manila via ZOOM application.
- LEAP: Credit Card Operations. May 13, 2022 at Landbank Plaza, Malate, Manila via ZOOM application.
- LEAP: Electronic Products and Services. May 13, 2022 at Landbank Plaza, Malate, Manila via ZOOM application.
- Payout of Various Financial Assistance. March 14, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex.
- Remittance Operations. March 11, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex
- ATM Operations, Balancing and Reconciliation, and Mobile Branches. March 11, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex

- Clearing Operations. March 10, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex
- Branch Accounting Processes. March 10, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex
- Electronic Salary Loan (ESL) System. March 9, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex
- Modified Disbursement Scheme System. March 9, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex
- Systematics and Consumer Transaction Systems. March 8, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex
- Card and Electronic Products. March 7, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex
- Records Management and Environmental Management System. March 7, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex
- Landbank's Risk Management Framework. March 4, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex
- Take the L.E.A.D. in Customer Service. March 3, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex
- Values Integration Program. March 3, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex
- Landbank in Perspective. March 1, 2022 at Landbank Plaza, Malate, Manila via CISCO Webex
- Branch Operations. December 6-7, 2021 at Landbank Plaza, Malate, Manila via CISCO Webex
- Bank Frauds and Forgery Detection. December 3, 2021 at Landbank Plaza, Malate, Manila via Zoom application.
- This Is Your Landbank. December 2, 2021 at Landbank Plaza, Malate, Manila via CISCO Webex
- Anti-Money Laundering Act, December 2, 2021 at Landbank Plaza, Malate, Manila via CISCO Webex
- Marketing Management Seminar: Strategic Marketing for Inclusive and Sustainable Agribusiness. March 25, 2018 at Function Hall, Visayas State University Beach Resort, Visca, Baybay City, Leyte.
- Strategic Planning Seminar. March 5-6, 2018 at Cebu Technological University – Tuburan Campus, Tuburan, Cebu.

CHARACTER REFERENCES

DR. ANALITA A. SALABO. Faculty, Department of Business Management, College of Management and Economics, Visayas State University, Visca, Baybay City, Leyte. Mobile #: 09235191103

REYNALDO T. OBIÑA. Retail Manager. Globe Telecom. A. Bonifacio Street Baybay City, Leyte. Mobile #: 09176882011

MARY ANN B. PETEROS. Customer Associate. Landbank of the Philippines. A. Bonifacio Street, Baybay City, Leyte. Mobile #: 09756400326