

Jemuel Abellana Ocañada

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PERSONAL INFORMATION

Age: 29
Birth date: Sept. 04, 1993
Birthplace: Baybay City, Leyte
Height: 171cm
Weight: 99kg

EDUCATIONAL BACKGROUND

Bachelor Degree
Visayas State University
VISCA, Baybay City, Leyte
Bachelor of Science in Agribusiness
Date of Graduation: May 09, 2014

OBJECTIVE

My objective is to apply as Administrative Assistant II under the supervision of Ms. Alicia M. Flores in the Visayas State University impart my knowledge, harness my skills and develop my career. To work in a workplace with a healthy environment that fosters professional growth and leadership excellence, share my God-given talents and skills and serve the University with my best.

SUMMARY OF QUALIFICATIONS

- Computer Literate (MS, EXCEL, PPS, Adobe PS, Lightroom, Wordpress)
- Responsible and Industrious
- Organized, Self-motivated, Highly Trustworthy
- Eager and willing to be trained and assimilate skills
- Can work with less supervision
- Can work under pressure
- Possesses good interpersonal skills
- Flexible and keen to details

WORK EXPERIENCE

UDRRMSSO-VSU (Office of the University Disaster Risk-Reduction & Management, Safety and Security Office-Visayas State University)
Visca, Baybay City, Leyte
Position: Clerk/dDRC (JO)
January 3, 2022 – Present

**OUDDRM-VSU (Office of the University Disaster & Risk-Reduction
Management-Visayas State University)**
Visca, Baybay City, Leyte
Position: Clerk/dDRC (JO)
March 5, 2020 – December 31, 2021

EUPI-PPS (Eight Under Par Inc. – Palawan Pawnshop)
Cogon Ormoc City
Position: Branch Associate
November 27, 2014 – May 7, 2018

LGU CPDO (Cebu Planning and Development Office) DOLE Project
Baybay City, Leyte
Position: Government Internship Trainee
June 2, 2014 – October 22, 2014

CEFEDCO (Cebu Federation of Dairy Cooperatives)
Pitogo Consolacion Cebu City
Position: On-the-job Trainee
November 25, 2013 – January 15, 2014

Sub Dealer of AVON Products
June 2013 – October 2013

Summer Job as Direct Seller of Classique Herbs Corporation
April 2012 – June 2012

CHARACTER REFERENCES

Mr. Armel Gonzaga
Area Supervisor of EUPI-PPS in Southern Leyte Area
Baybay City, Leyte
Contact Number: **+639154384487**

Ms. Thelma Zafra
Former Professor, Department of Human Kinetics
30 de Diciembre St. Baybay City, Leyte
Contact Number: **+639173065494**

Dr. Dario P. Lina
Associate Professor II, DOH, VSU/ OIC-Head, Security Office VSU/ Head, UDRRMO, VSU
Apartment 16 VISCA, Baybay City, Leyte
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