

SHEENA MENDOZA MEJOR

Zone 4, Baybay City, Leyte

Cell. #: 09972852982

e-mail: rojem2013@gmail.com

PERSONAL PARTICULARS

<i>Eligibility</i>	: Career Service Professional
<i>Gender</i>	: Female
<i>Age</i>	: 27
<i>Date of Birth</i>	: February 13, 1994
<i>Place of Birth</i>	: Buenavista, Viga, Catanduanes
<i>Religion</i>	: Roman Catholic
<i>Blood Type</i>	: A+
<i>Height</i>	: 5.2"
<i>Weight</i>	: 47kgs.
<i>Civil Status</i>	: Married

EDUCATIONAL BACKGROUND

<i>College Degree</i>	Bachelor of Science in Business Administration Major in Financial Management–(dean's lister)
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Franciscan College of the Immaculate Conception
Baybay City, Leyte
2011-2016

<i>Secondary</i>	Tambognon National High School–(with honors)
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Viga, Catanduanes
2006-2010

<i>Elementary</i>	Buenavista Elementary School
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Viga, Catanduanes
2000-2006

CAREER OBJECTIVE

To grow professionally and be able to apply my knowledge and skills learned from my degree and past work experiences.

WORK EXPERIENCES

Community Economic Ventures Inc. - Branch Accountant

June 2021 – September 27, 2021

Lamac Multi-Purpose Cooperative - Branch Accountant

January 2018 – May 2019

Agricultural Training Institute–Regional Training Center 8 – Administrative Aide

March 2016 – April 2017

RNH Food Company (Chowking) - *Frontline Crew*

August 2013 – April 2014

STRENGTHS

Able to learn quickly

Clear communication skills

Ability to work individually and as a team member

Proficient in Microsoft Applications like:

MS Word

MS Excel

MS Power Point

SEMINARS/TRAINING

Seminar on Frontline Services

Agricultural Training Institute – Regional Training Center 8 (January 11, 2017)

REFERENCES

Name : **LUVILLA G. ALCOBER**

Position : Administrative Officer II

Company/Agency : Visayas State University

Name : **ANNABELLE M. GARCIANO**

Position : Administrative Officer IV

Company/Agency : Agricultural Training Institute – Regional Training Center 8

Name : **MARK ANTHONY ALINSUB**

Position : Branch Manager(former)

Company/Agency : Lamac Multi-Purpose Cooperative
