

**PAULA MAE C. TAN**  
**Purok 3, Brgy. Linao, Ormoc City Leyte**  
**Email: [paulachutan@gmail.com](mailto:paulachutan@gmail.com)**  
**Contact no.: 09179685205**

---



## **A. EDUCATION**

Post-Graduate:  
Diploma in Teaching Secondary  
Eastern Visayas State University – Ormoc Campus  
October 2017 – (accomplished 18 units)

Tertiary:  
Bachelor of Science in Entrepreneurship  
University of San Carlos – Downtown Campus  
March 2015 - Graduated

Secondary:  
University of San Jose – Recoletos  
Basak, Pardo Cebu City  
March 2011 – Graduated

---

## **B. WORK EXPERIENCE/S**

### **Bananarific Foods**

**Cebu City**  
June 2013 – March 2015

### **JRM CONSTRUCTION & SUPPLY**

**Ormoc City, Leyte**  
July 2015 – December 2016  
Project Manager & Admin Assistant

### **E-Commerce**

**Online based / Part-time**  
January 2016 - Present  
Owner

### **EXCEL TRUCKING, LLC (MILER)**

**Cebu City**  
January 2019 - December 2019  
Admin Manager

### **C. SKILLS**

- Can work independently
  - Can do Microsoft Word, PowerPoint and Excel
  - Strong organizational skills
  - Team-player
  - Ability to work under pressure
  - Tolerant and flexible to different situations.
- 

### **D. HONORS/ AWARDS/ TRAINING**

#### **CIVIL SERVICE ELIGIBLE (Professional Eligibility) November 26, 2015**

##### **College Award**

- Certificate of Merit – Dean’s List Award  
January 25, 2012 – USC Downtown Campus
- Certificate of Merit – Dean’s List Award  
February 20, 2014 – USC Downtown Campus
- Certificate of Merit – Dean’s List Award  
March 30, 2015 – USC Downtown Campus

##### **Training/ Seminar**

- 2nd HRDM Convention  
“HR Readiness towards ASEAN Integration: Crossing Borders and Scaling New Heights”  
September 5 – 6, 2014 – J Centre Convention Hall
- Philippine Center for Entrepreneurship - GoNegosyo Creativity and Innovation Summit  
August 29, 2014 – J Centre Convention Hall
- Basic Salesmanship Seminar  
August 2, 2014 – USC Downtown Campus
- 2nd COMEPP Regional Convention  
November 29, 2013 – J Centre Convention Hall
- 3rd Student Marketing Convention  
“Glocalized Marketing: MARCOM, a Magnet for Success in Business”  
September 19-20, 2013 – J Centre Convention Hall
- 1st Students Human Resources and Development Management Convention  
“Glocalized People Management: Strategic Business Partnership”

September 5-6, 2013 – J Centre Convention Hall

- Industry Analysis Seminar Workshop  
January 18, 2013 – Theodore Bittenbruch Hall

---

## **E. CHARACTER REFERENCES**

### **MR. RANIEL ERNEST TORREGOSA**

**OPERATIONS MANAGER**

EXCEL TRUCKING LLC (MILER LLC PHILIPPINE BRANCH)

Mobile

09055633708

milerllcphil@gmail.com

### **ALBERTO C. ABERCA**

**SPORTS DEVELOPMENT OFFICER I**

ORMOC CITY HALL

09227254875

### **VOLTAIRE CONEJOS**

**ORMOC CITY PUBLIC SERVANT**

09176551886