

JEAH MAE C. EBERO

Home Address: Balugo I, Albueria, Leyte

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PERSONAL DATA

- Date of Birth: March 22, 1999
- Place of Birth: Ormoc City, Leyte
- Sex: Female
- Civil Status: Single
- Religion: Roman Catholic
- Height: 1.51 m
- Nationality: Filipino
- Language: English, Filipino and Cebuano

EDUCATIONAL BACKGROUND

- Tertiary Education: Bachelor of Science in Agribusiness
VISAYAS STATES UNIVERSITY
Visca, Baybay City, Leyte
- Secondary Education: Dr. Geronimo B. Zaldivar Memorial School of Fisheries
Poblacion, Albueria, Leyte
- Primary Education: Balugo, Elementary, School
7th Honor
Balugo I, Albueria, Leyte

WORK EXPERIENCE

- **Administrative Aide I** Accounting Division, Visayas State University, ViSCA, Baybay City, Leyte. Status of employment: Job Order
 - **July 10, 2020 to December 31, 2022** – Trust Section
- **Administrative Aide III** Head of Accounting Office, Visayas State University, ViSCA, Baybay City, Leyte. Status of employment: Job Order
 - **January 1, 2023 to June 30, 2025** - Trust Fund Control (TFC) Section
 - **July 1, 2025 to Present** - Student Financial Services Section

SKILLS

Computer Literate (Microsoft Office Word, Excel)
Resourceful
Reliable
Can Work with minimal supervision

SEMINARS/TRAINING ATTENDED

Seminar Workshop on Basic Records and Archives Management (BRAM)
VISAYAS STATE UNIVERSITY, Convention Center
July 30-31, 2024

Shaping Culture: Embracing Values for Productive Workplace Performance
VISAYAS STATE UNIVERSITY, RDE Hall
May 15, 2024

Financial Transaction Forum
VISAYAS STATE UNIVERSITY, CCE Building
March 20, 2024

Unlocking Excellence: The 5S Revolution for Clerks and Heads
VISAYAS STATE UNIVERSITY
November 29, 2023

SEMINARS/TRAINING ATTENDED

Training/Workshop on Advance Microsoft Excel Functions and Shortcuts for
Financial Transaction Processing and Reporting Workshop
VISAYAS STATE UNIVERSITY
November 28, 2023

Seminar on Financial Management for Visayas Consortia
ViCARP and DOST PCAARRD
November 16-17, 2023

Basic Business Recording and Bookkeeping
DTI - Philippines (Online Seminar)
August 31, 2023

ISO 9001:2015 Awareness/Re-Awareness Webinar
VISAYAS STATE UNIVERSITY

REFERENCES

JHONAVEL R. CASTIL	Administrative Assistant III Accounting Office Visayas State University ViSCA, Baybay City, Leyte	+63955-420-9673
WILMA V. NAPIERE	Admin Officer II Accounting Office Visayas State University ViSCA, Baybay City, Leyte	+63935-963-3220