

CHERRY GRACE DURAN SABOROSO

Brgy. Imelda Baybay City Leyte

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CAREER OBJECTIVE:

To be part of fast growing companies which offers continues opportunities for an excellent career development.

PERSONAL DATA

Date of Birth : March 03, 1995
Place of Birth : Imelda Baybay City, Leyte
Age : 27
Sex : Female
Civil Status : Single
Religion : Seventh- Day Adventist
Height : 5'1"
Weight : 150 kg

EDUCATIONAL ATTAINMENT

| Level | School/ Course | Year/Date Graduated |
|------------|---|---------------------|
| Tertiary | Visayas State University Bachelor of Science in Agribusiness | April 13, 2016 |
| Secondary | Makinhas Baybay City, Leyte Makinhas National High School | 2011 |
| Elementary | Imelda Baybay City, Leyte Imelda Elementary School | 2007 |

SKILLS AND INTEREST

- Have experience in clerical works / proper documentation
- Computer literate (Word, Excel, PPT and Outlook)
- Good in oral and written communication
- Have experience in ISO (International Organization for Standardization)

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WORK EXPERIENCE

- OJT trainee at ALBASI CORPORATION in Tagum City last December 2015 to February 2016.
- Worked as document controller in ASYADESIGN PARTNER from August 2016 up to February 5, 2021.
- Recently working as supervisor in Petron Station in Baybay area.

OTHERS

- Civil Service Exam Passer (Professional)