

# ALNEN ABENOJA



## About Me

The candidate possesses strong creative and analytical skills, is a team player with attention to detail, and is responsible and passionate. They are seeking a position in a growing company to utilize their communication, organizational, and conflict resolution skills.

## Skills:

- Computer Literacy
- Time Management
- Microsoft Suite
- Strong Work Ethic
- Collaboration
- Adaptability
- Strong Communication

## Education:

### Masters in Management

Southern Leyte State Univeristy  
2022- present

### Bachelor of Science in Agribusiness

Visayas State University - Main Campus  
2014 - 2019



0930-617-3360



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Hindang, Leyte

## Professional Experience:

### • Project Development Office II (May-December 2024)

coordinates and oversees livelihood projects, ensuring compliance, monitoring progress, and working with local stakeholders. They conduct training, prepare reports, evaluate impact, manage finances, maintain quality, and develop strategies for long-term sustainability to improve community livelihoods.

### • Administrative Aide/GAD Clerk (2021-2023)

Assisted with GAD activities and projects, helped clients with PhilHealth applications, and provided technical assistance for programs and projects.

### • DESO-TSS/2022 National Election (2022)

Worked as technical support staff, operating and maintaining PCOS machines.

### • Team Supervisor - 2020 CPH (2020)

Set performance goals, organized workflow, and monitored employee productivity.

### • Community Technician (2019-2020)

Provided technical support to beneficiaries, monitored NAPC beneficiaries' barangay garden, and oversaw livelihood grants.

### • DOLE GIP-Intern (2019)

Provided technical support to beneficiaries, monitored NAPC beneficiaries' barangay garden, and oversaw livelihood grants.