
MARICAR B. POSAS

Marcos, Baybay City, Leyte

Contact No. 09155992609

09086259128

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QUALIFICATION

- Dedicated and hardworking individual.
- Exceptionally versatile and adaptable
- Exposed and interact with a wide variety of personalities

OBJECTIVE

I am currently looking for a position in an environment that offers a greater challenge, increased benefits for me and my family, and the opportunity to help the company advance efficiently and effectively.

PERSONAL DATA

Date of Birth	: November 07, 1977
Citizenship	: Filipino
Sex	: Female
Civil Status	: Single
Height	: 5'0
Weight	: 80kls.
Religion	: Roman Catholic

EDUCATIONAL ATTAINMENT

Tertiary	: VISAYAS STATE UNIVERSITY Visca Baybay City, Leyte Bachelor of Animal Science 1994-1998
Secondary	: EXPERIMENTAL RURAL HIGH SCHOOL ViSCA. Baybay City, Leyte 1990-1994
Elementary	: ViFES, ELEMENTARY SCHOOL Visca Baybay City, Leyte 1990-1994

SEMINAR EXPERIENCES

Participant	ISO 900:2015 AWARENESS/RE-AWARENESS WEBINAR VSU, Baybay City, Leyte 27 th day of November 2020
Participant	ORIENTATION WORKSHOP AMONG JO CLERKS AND LAB. TECHNICIAN VSU, Baybay City, Leyte 15 th day of January 2019
Participant	RECORD MANAGEMENT TRAINING VSU,Visca Baybay City, Leyte 6-7th of July 2017

PERSONAL AND TECHNICAL SKILLS

- Oriented in Microsoft Office Application such as:
 - ✓ Microsoft Office Word
 - ✓ Microsoft Excel
 - ✓ Microsoft Powerpoint
- Communication skills
- Decision making skill

WORK EXPERIENCE(S)

- **EDUCATION RESEARCH ASSISTANT**
ODGS, VSU, BAYBAY CITY, LEYTE
JANUARY 2021-FEBRUARY 2021
- **EDUCATION RESEARCH ASSISTANT**
ODGS,VSU, BAYBAY CITY, LEYTE
OCTOBER 2020-DECEMBER 2020
- **CLERK**
ODGS,VSU, BAYBAY CITY, LEYTE
JANUARY 2020-SEPTEMBER 2020
- **DATA ENCODER**

**ODGS,VSU, BAYBAY CITY, LEYTE
JANUARY 2019-DECEMBER 2019**

- **DATA ENCODER
ODGS,VSU, BAYBAY CITY, LEYTE
JANUARY 2018-DECEMBER 2018**
 - **DATA ENCODER
ODGS,VSU, BAYBAY CITY, LEYTE
JANUARY 2017-DECEMBER 2017**
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CHARACTER REFERENCES

- **DR. ANABELLA B. TULIN**
University Professor/ Dean
Office of the Dean of Graduate
School
Visayas State University
ViscaBaybay City, Leyte
09150727521
- **DR. JOSE L. BACUSMO**
University Professor
PhilRootcrops
Visayas State University
ViscaBaybay City, Leyte
09173108076
- **DR. EDITHA G. CAGASAN**
Professor VI/ Director
QAC, Visayas State University
ViscaBaybay City, Leyte
09155913358

I hereby certify that the above statement are true and correct to the best of my knowledge and belief.

MARICAR B. POSAS