



# CINDY PASTRANA

📍 Ormoc City, Leyte 6541  
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## OBJECTIVES

Detail-oriented and resourceful individual seeking an entry-level administrative position in a government agency. Eager to apply strong organizational and communication skills to support efficient public service operations.

## SKILLS

- Attention to detail
- Adaptability
- Able to work effectively within team
- Can effectively communicate
- Basic Computer Skills

## VOLUNTEERING AND EXTRA CURRICULAR

**Vice - President for External Affairs**  
Young Entrepreneurs Society

**Community Volunteer**  
Hayag Youth Organization  
Philippines Red Cross

**Athlete**  
Taekwondo Academy of Ormoc

## ACHIEVEMENTS

**Local Government Unit (LGU) Scholar**  
2020 - 2024  
Ormoc City Academic Scholars Association (OCASA)

## EDUCATION

### Tertiary Education

Western Leyte College  
Bachelor of Science in Entrepreneurship  
2020 - 2024

### Secondary Education

Senior Highschool  
ACLC College of Ormoc  
Technical-Vocational Livelihood (TVL) Track  
Information Communication and Technology (ICT)  
Strand - Computer System Servicing (CSS)  
2018 - 2020

Junior Highschool  
New Ormoc City National High School  
2014 - 2018

### Primary Education

Ormoc Kinderland Inc.  
2008 - 2014

## WORK EXPERIENCE

**Jajavi Lending Corp.**  
Office Staff  
July 2024 - January 2025

**Milestone Guaranty Camella Homes Ormoc**  
Office Staff - Part - time

## ELIGIBILITY

**Civil Service Exam - Professional Level**  
Passed 2024  
Civil Service Commission