

**MARJORIE B. MERANO**

A Bonifacio St., Zone 12, Baybay City, Leyte, Philippines

+639947103312

[marjme1996@gmail.com](mailto:marjme1996@gmail.com)

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**OBJECTIVE:**

I'm a highly organized and self-motivated individual who would like to obtain a position that will enable me to use my skills, knowledge, and gain further knowledge from the company.

**EDUCATIONAL ATTAINMENT:****TERTIARY:**

**Visayas State University**  
**Bachelor of Science in Computer Science**  
Visca, Baybay City, Leyte  
S.Y. 2012 - 2017

**SECONDARY:**

**Baybay National High School** S.Y. 2008-2012  
Baybay City, Leyte

**PRIMARY:**

**Igang Elementary School** S.Y. 2002-2008  
**Brgy. Igang, Baybay City, Leyte**

**TECHNICAL SKILLS**

- Microsoft Office (MS Word, Excel, PowerPoint, Internet, etc.)

**INTEREST AND PERSONALITY:**

- Good Communication Skills.
- Accurate and attentive to details
- Flexible, fast learner and alert.
- Provide cleanliness at all times.
- Reliable, Respectful and honest person.
- Interested to learn in any aspect of work
- Can work in harmony with others in a group.

**PRE-PROFESSIONAL EXPERIENCE:**

Visayas State University (March 2015 – June 2015, April 2016- August 2016)  
Enrollment encoder and assist the computer registrar for encoding the subjects,  
handled troubleshooting and maintenance as well as monitoring.

**WORK EXPERIENCE:**

**Visayas State University - Visca, Baybay City** (August 8, 2022 - Present)  
Work as a Science Research Assistant and dDRC

**Visayas State University - Visca, Baybay City** (August 2, 2021 – August 5, 2022)  
Work as a Science Research Assistant (Project Base)

**Ormoc City Institute of Technology – F. Ablen, Ormoc City** ( April 20, 2019 – March 16, 2020 )  
Administrative Staff

**Innodata Knowledge Services Inc. – Subangdaku Mandaue City** ( September 14, 2017 – January 6, 2015)  
Work as a Technical Support Staff and Alternate DDRC.

**PERSONAL INFORMATION:**

Date of Birth	: March 19, 1996
Place of Birth	: Hindang, Leyte
Age	: 29
Height	: 4'12"
Weight	: 58kg
Religion	: Born Again Christian

**CHARACTER REFERENCE:**

**Ma. Rachel Kim L. Aure**  
Director, Instruction and Evaluation  
(VSU)  
Email: .kim\_aure@vsu.edu.ph

**Maria Verjie V. Subere**  
Head, Monitoring and Evaluation  
(VSU)  
Email: mvsubere@vsu.edu.ph

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

  
**MARJORIE B. MERANO**  
Applicant