

Name: Helen P. Itable
Permanent Address: Barangay Biasong, Baybay City, Leyte
Contact Number: 09289233760
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OBJECTIVE:

To become a part of an institution that encourages career growth and development where I can use my knowledge and skills to help achieve the organization's goal.

PERSONAL BACKGROUND:

Full name	: Helen P. Itable	
Nickname	: Len,	
Age	: 25 years old	
Gender	: Female	
Date of Birth	: February 09, 2000	
Place of Birth	: Biasong, Baybay City, Leyte	
Citizenship	: Filipino	
Religion	: Seventh Day Adventist	
Civil Status	: Single	
Height	: 4'11	
Weight	: 49 kilogram	
Father's name	: Hermelino C. Itable	Occupation : None
Mother's name	: Luz P. Itable	Occupation : Housewife

EDUCATIONAL ATTAINMENT:

Tertiary Education

School	: Visayas State University
Address	: Visca, Baybay City, Leyte
Course	: Bachelor of Science in Agribusiness
School Year	: 2018-2022

Secondary Education:

Senior High School

School	: Baybay City Senior High School
Address	: 30 de Diciembre St., Baybay City, Leyte
Strand	: Accountancy Business and Management
School Year	: 2016-2018
Honor and Award Received:	With High Honor

Junior High School

School	: Baybay National High School
Address	: 30 de Diciembre St., Baybay City, Leyte
Curriculum	: Science, Technology, Engineering and Mathematics (STEM)
School Year	: 2012-2016

Primary Education

School : Biasong Elementary School
Address : Barangay Biasong, Baybay City, Leyte
School Year : 2006-2012
Honor and Award Received: First Honor and Best in Mathematics

WORK EXPERIENCE:

- March 18, 2024 – June 13, 2025- Office Clerk (MJMILES HARDWARE AND CONSTRUCTION SUPPLIES)
 - February 12- February 29, 2024– Data Enumerator (VSU Department of Economics)
 - November 18, 2022- August 03, 2023– Customer Service Representative at Optum Global Solutions, Cebu City
 - September 12, 2022- September 26, 2022 – Enumerator (Rafi Microfinance)
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SKILLS:

- Customer Service Skills
- Communication Skills and Active Listening
- Goal setting and Strong work ethic
- Good Time management
- Organizational Skills
- Determination, and Persistence
- Teamwork
- Microsoft Oriented (MS Word, MS PowerPoint, and MS Excel)

LANGUAGES:

- Bisaya/Cebuano
 - English
 - Tagalog/Filipino
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REFERENCES:

- REYSHYL G. DURBAN
Contact number : 09954756967
- GENNIE Z. SAMBERE
Contact number : 09752939642
- CLEF LENNARD PIEDRAVERDE
Contact number: 09089394241