

Full name: **ANICETA CALABIA BOYONAS**

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Objective

To secure a full-time position at the VSU BOR Office where I can contribute as a valuable team member and enhance office administration processes to boost efficiency and performance. I aim to utilize my communication and organizational skills to their fullest potential while supporting the needs of a diverse community.

Education

Bachelor of Secondary Education- Major in English
Franciscan College of Immaculate Conception (FCIC), Baybay City, Leyte
Graduated Cum Laude on May, 2023

Skills

- BREAD & PASTRY NC2
- HOUSEKEEPING NC2
- FOOD AND BEVERAGES NC 2

Job Experience:

- 2010: Life Insurance Sales Agent at St. Peter Baybay City Branch
Sells plans for insurance. Calls and meetings to build a client base with customers and prospective customers. Get and fit details about the needs of consumers with the insurance plans we sell.
- 2013: LPG Sales Promoter
Engage with potential customers to inform them about the benefits of using LPG, including its efficiency, safety features, and environmental advantages.
- 2013-present: Brgy. Secretary in Brgy. Zone 1, Baybay, Leyte
Do the office work in barangay hall. Keeps and preserves all of the barangay's records and papers. Responsible for any requests made for certifications, endorsements and other forms from the barangay.

Certifications

- Cert Of Participation Digital Literacy Training
- Cert Of Participation Hands-On Computer Training
- Cert Of Participation Barangay Civil Registration Seminar/Training
- Cert Of Participation Secretary's Skills Training
- Cert Of Participation Water Search and Rescue & First Aid Training
- Cert Of Participation Writing Resolution & Ordinances Training
- Cert Of Participation Basic Record Keeping Training
- Cert Of Participation Basic Microsoft Application Training
- Cert Of Participation Writing Minutes of Meeting Training
- Cert Of Participation- Values and Ethics in Workplace Seminar
- Cert. Of Appreciation SLAC- Cyber Awareness on Teachers Seminar
- Cert. Of Appreciation as Judge of Singing Competition

Awards and Honors

- 1984-1989: Baybay North Central School
 - Graduated with honors
- 1988- 1989: Baybay National High School
 - Top 5- First Year High School
- 2023-Graduated Cum Laude in BSED-English at Franciscan College of Immaculate Conception.

Language: (Can speak)

- Cebuano
- Tagalog
- Waray
- English

Interests

- Singing
- Planting flowers
- Watching short movies