

**DEBIE JEAN M. HERBOLINGO**

Purok 2, Brgy. San Agustin, Baybay, Leyte

Mobile No. 09456799723

Email Add: [babydebs08@gmail.com](mailto:babydebs08@gmail.com)

**CAREER OBJECTIVE:**

To build a career in a progressive organization where I can utilize my skills, take on new challenges, contribute to the achievement of organizational goals, and advance my professional growth through continuous learning and dedication.

**PERSONAL PROFILE**

Place of Birth	:	Baybay City, Leyte
Date of Birth	:	November 13, 1994
Age	:	30yrs. Old
Sex	:	Female
Height	:	4'11
Weight	:	54kgs
Civil Status	:	Single
Religion	:	Roman Catholic
Father's	:	Mr. Dominic D. Herbolingo Sr. ( Deceased )
Mother's	:	Mrs. Bernardita M. Borela

**EDUCATIONAL ATTAINMENT**

College	:	Visayas State University Main Campus, Visca Baybay City, Leyte Bachelor of Elementary Education June 2011 – April 2015
Secondary	:	Bunga National High School Baybay City, Leyte June 2007 – March 2011
Primary	:	San Agustin Elementary School San Agustin Baybay City Leyte June 2001 – March 2007

**SKILLS:**

- Computer Literacy
- Customer-service skills: active listening, time management, and prioritization.
- Interpersonal skills: communication, teamwork, and empathy.
- Leadership skills: decision making, stress management, and organization.

## **EXPERIENCES:**

- **Cathay Hardware Corp.-Cebu**  
Sales Secretary  
March 2015 - November 2015
- **Robinson's Supermarket - Ormoc**  
Secretary  
March 2016 -October 2016
- **Progress Home and Office Furnishings- Davao**  
Sales Executive  
November 03, 2017 - June 6, 2019
- **Visayas State University - Main Campus**  
Office Clerk  
December 1, 2023 - present

## **REFERENCES:**

**Michael Buzon**  
**Brgy. San Isidro, Baybay City, Leyte**

**Dr. Dennis P. Peque**  
**Pangasugan, Baybay City, Leyte**

**Dr. Renezita S. Come**  
**VSU, Baybay City, Leyte**

**I certify the best of my knowledge that the above information is true and correct.**

  
**DEBIE JEAN M. HERBOLINGO**  
**Applicant**