



MARIA MICHELLE M. SEQUEÑA

Date of Birth : March 13, 1991

Civil Status : Married

Home Address: Apt. 64 VSU Baybay City, Leyte

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EDUCATION

**Master of
Management – BM**
On-going

**Bachelor of Science in
Agribusiness**

Visayas State University
2012–2016

Pagnitoan High School
Maribojoc, Bohol
2008

Sta Cruz Elem School
Maribojoc, Bohol
2003

ELIGIBILITY

SUB – PROFESSIONAL

EXPERTISE

- Management Skills
- Interpersonal Skills
- Proficient in microsoft Office
- Canva
- SPSS

LANGUAGE

- Cebuano
- Tagalog
- English

WORK EXPERIENCE

Philippine Agriculture and Economic Development Association

PAEDACon 2024

Aug –Dec 2024

Host Admin Staff

- Supported the PAEDA VSU Chapter chairman in organizing meetings and preparing minutes.
- Assisted PAEDA Committees in planning activities, ensuring effective execution.
- Compiled and submitted conference proceedings and financial reports.
- Provided additional support to the convention chair and committees as needed.

Department of Economics, VSU
Clerk

Aug 2023 – June 2024

- Collected and organized documents for the 4th ISO Audit to ensure compliance with standards and support audit readiness.
- Gather and organize documents for COPC accreditation for various agricultural and economics programs, ensuring they are presentable and accessible for evaluators, while also performing related duties.

Aldeguer & Co., Inc.

May – November 2019

Accounting clerk

- Assisted in managing financial records, ensuring accuracy and compliance.
- Prepared detailed reports that informed management decisions and streamlined accounting processes.

Pacifica Agrivet Supplies, Inc.,

Branch Supervisor – OIC

May 2018 – March 2019

- Led daily operations, managing staff and enhancing customer service.
- Conducted market research to identify growth opportunities and improved product offerings, contributing to increased sales.

Branch Clerk

Aug 2016 – April 2018

- Provided exceptional customer support and processed transactions efficiently.
- Assisted in inventory management and sales reporting to optimize branch operations.

REFERENCES

ERNESTO F. BULAYOG

ASSOCIATE PROFESSOR VI
Department of economics
Visayas State University
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ALLEN GLENNIE P. LAMBERT

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