

# CHRISTINA VILLAMOR MAHINLO

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Brgy. Hibunawan Baybay City, Leyte

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## SUMMARY

To be part of an organization/company that will enrich my potentials, build my character and utilize my knowledge and skills in the best possible way for achieving the organization's goals.

## WORK EXPERIENCES

- **Copra Cashier- Visayas Aegis Trading Corporation (August 19, 2024 – Present)**
  - Ensures accurate cash releases to copra sellers.
  - Precise data entry in SAP (Systems Applications and Products) and Microsoft Excel.
  - Records petty cash funds for replenishment.
  - Ensures accurate cheques information.
- **Intern- Baybay City Municipal Hall (City Supply Office) (December 2019)**
  - Recorded Journal Entry Vouchers, Organized Files and Documents
- **On-the-Job Training- Magic Melt Foods Incorporated (February 2024- April 2024)**
  - Studied the market demand of the products.
  - Gives recommendations for market increase of the products.

## EDUCATION

- **Bachelor of Science in Agribusiness**  
**Cum Laude**  
Visayas State University- Main Campus  
Visca, Baybay City, Leyte  
2020-2024
- **Franciscan College of the Immaculate Conception**  
**With Honors**  
A. Bonifacio Street, Baybay City, Leyte  
2018-2020
- **Baybay National High School**  
**With Honors**  
30 de Diciembre Street, Baybay City, Leyte  
2014-2018
- **Pres. Carlos P. Garcia Elementary School**  
**With Honors**  
Esquina Street, Baybay City, Leyte  
2008-2014

## ELIGIBILITY/ACHIEVEMENTS

- **PD 907 HONOR GRADUATE ELIGIBILITY**  
Civil Service Commission 2025

## SKILLS

### PROFESSIONAL:

- Highly organized and efficient
- Teachable and can easily adapt
- Proficient in cash counting
- Able to work independently or as part of a team
- Good communication skills
- Computer literate

- Open to constructive criticism

## **PERSONAL**

- Passionate about doing a good job
- Reliable
- Friendly and easy to get along with

## **REFERENCES**

**May Cloudine A. Lao, LPT**

Teacher 1 DepEd

**Diana T. Montes, MICB, RCA**

Executive Assistant (Finance and Administrative

I hereby certify that the information provided in this resume is complete, true and correct to the best of my knowledge.



**CHRISTINA V. MAHINLO**

Applicant