

## **Jemuel Abellana Ocañada**

Zone 15 A. Tavera St. Baybay City, Leyte  
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+639751542160



## **PERSONAL INFORMATION**

Age: 29  
Birth date: Sept. 04, 1993  
Birthplace: Baybay City, Leyte  
Height: 171cm  
Weight: 99kg

## **EDUCATIONAL BACKGROUND**

Bachelor Degree  
Visayas State University  
VISCA, Baybay City, Leyte  
Bachelor of Science in Agribusiness  
Date of Graduation: May 09, 2014

## **OBJECTIVE**

My objective is to apply as Security Office I under the supervision of Dr. Julius V. Abela in the Visayas State University impart my knowledge, harness my skills and develop my career. To work in a workplace with a healthy environment that fosters professional growth and leadership excellence, share my God-given talents and skills and serve the University with my best.

## **SUMMARY OF QUALIFICATIONS**

- Computer Literate (MS, EXCEL, PPS Adobe PS, Lightroom, Wordpress)
- Responsible and Industrious
- Organized, Self-motivated, Highly Trustworthy
- Eager and willing to be trained and assimilate skills
- Can work with less supervision
- Can work under pressure
- Possesses good interpersonal skills
- Flexible and keen to details

## **WORK EXPERIENCE**

**UDRRMSSO-VSU (Office of the University Disaster Risk-Reduction & Management, Safety and Security Office-Visayas State University)**  
**Visca, Baybay City, Leyte**  
**Position: Clerk/dDRC (JO)**  
**January 3, 2022 – Present**

**OUDDRM-VSU (Office of the University Disaster & Risk-Reduction Management-Visayas State University)**  
**Visca, Baybay City, Leyte**  
**Position: Clerk/dDRC (JO)**  
**March 5, 2020 – December 31, 2021**

**EUPI-PPS (Eight Under Par Inc. – Palawan Pawnshop)**  
**Cogon Ormoc City**  
**Position: Branch Associate**  
**November 27, 2014 – May 7, 2018**

**LGU CPDO (Cebu Planning and Development Office) DOLE Project**  
**Baybay City, Leyte**  
**Position: Government Internship Trainee**  
**June 2, 2014 – October 22, 2014**

**CEFEDCO (Cebu Federation of Dairy Cooperatives)**  
**Pitogo Consolacion Cebu City**  
**Position: On-the-job Trainee**  
**November 25, 2013 – January 15, 2014**

**Sub Dealer of AVON Products**  
**June 2013 – October 2013**

**Summer Job as Direct Seller of Classique Herbs Corporation**  
**April 2012 – June 2012**

## **CHARACTER REFERENCES**

**Mr. Armel Gonzaga**  
Area Supervisor of EUPI-PPS in Southern Leyte Area  
Baybay City, Leyte  
Contact Number: **+639154384487**

**Ms. Thelma Zafra**  
Former Professor, Department of Human Kinetics  
30 de Diciembre St. Baybay City, Leyte  
Contact Number: **+639173065494**

**Dr. Dario P. Lina**  
Associate Professor II, DOH, VSU/ OIC-Head, Security Office VSU/ Head, UDRRMO, VSU  
Apartment 16 VISCA, Baybay City, Leyte  
Contact Number: **+639566807275**