



Joan Francisco

Administrative Assistant III

Seeking an entry-level position that fosters growth and provides opportunities for continuous learning. Eager to embark on a professional journey that allows me to apply my theoretical knowledge, enhance my practical skills, and adapt to new challenges while striving for excellence in all endeavors.



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09464856333



Hindang, Leyte, Philippines



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SKILLS

Excellent written and verbal communication skills

Highly organized and efficient

Fast Learner

Proficient in MS Office

Proven leadership skills

Ability to work collaboratively in a team

LANGUAGES

Bisaya/Cebuano
Native or Bilingual Proficiency

Tagalog
Full Professional Proficiency

English
Professional Working Proficiency

EDUCATION

Bachelor of Science in Agribusiness

Visayas State University

08/2019 - 08/2023

Magna Cum Laude

Graduated Senior High School

Bontoc National High School

06/2017 - 04/2019

With High Honors

Completed Junior High School

Bontoc National High School

06/2013 - 04/2017

With Honors

Graduated Primary School

Doos Elementary School

06/2007 - 03/2013

Class Salutatorian

PRE-PROFESSIONAL EXPERIENCE

Student Intern

Rosit Cacao Farm

04/2023 - 05/2023

Baguio District, Davao City

Industry Immersion Student

Tagbibi Farmers Association

07/2022 - 08/2022

Hindang, Leyte

Work Immersion Student

Rural Bank of Hindang (Leyte), Inc. - Main Office

11/2018 - 11/2018

Hindang, Leyte

ORGANIZATIONS

VSU - Society of Agribusiness Students (2022 - 2023)

Secretary

CERTIFICATES

Certificate of Participation (08/2022)

Global Leadership Week (GLW) 2022 - Universitas Negeri Malang, Indonesia