



JESIBEL LUFRANGCO MUERTIGUE
30 De Diciembre St. Baybay City, Leyte
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Mobile: 09169108769

Objective

To be able to serve and to gain knowledge that allows me to grow professionally.

Educational Attainment

University of the Philippines Open University SY: 2020 to present
National Highway, Brgy. Maahas, Los Baños, Laguna, Philippines

Bachelor of Science in Nursing SY: 2009-2010 and SY: 2016-2017
University of Cebu Lapu-Lapu and Mandaue
A.C Cortes Avenue Looc, Mandaue City

Secondary Education

Babag National High School SY: 2005-2009
Babag II Lapu-lapu City, Cebu

Elementary Education

Pajo Elementary School SY: 1999-2005
Pajo Lapu-lapu City, Cebu

Characteristics and Skills

- Knowledge in Computer and Social Networking
- Singing
- Customer Service
- Friendly and Honest
- Hardworking

Work Experience

Office Clerk at College of Forestry and Environmental Science, Visayas State University, Visca, Baybay City, Leyte (February 13, 2018 – present)

Cashier at VICSAL Group of Company, Fresh & Easy, Marigondon Lapu-lapu City, Cebu (November 15, 2015 – May 15, 2016)

Cashier at Gaisano Grand Mall Cordova, Cordova Cebu City (September 10, 2014 - March 10, 2015)

Attended Seminars

Workshop on PR & PPMP on March 10, 2020 at VSU, CCE 1st Floor

Seminar Workshop on Records Matrix and NAP Form on December 13, 2019 at VSU, CCE 1st Floor

HRMIS Cyber Security Training on December 18-19, 2019 at VSU, Convention Center

RSP and Plantilla Management and PDS Training on November 26, 2019 at VSU, CCE 1st Floor

Echo-Seminar ISO Awareness on October 02, 2019 at VSU RDE Hall

Launching and Cascading of ISO Quality Documents on August 15, 2019 at VSU Convention Center

ISO 9001:2005 Awareness Seminar on August 8, 2019 at VSU, CCE 1st Floor

ISO 9001:2005 Awareness Seminar on July 15, 2019 at VSU, Quality Assurance Center

Bomb Threat Awareness and Proper Response Seminar on April 10, 2019 at VSU, CCE Building

Hepatitis B Awareness Seminar (2010 at AVR Building in University of Cebu Lapulapu and Mandaue)

Eligibility

Visayas State University Clerical Examination Passer
CSE-PPT Subprofessional Passer

Character Reference

DR. DENNIS P. PEQUE
Dean, College of Forestry and Environmental Science
Visayas State University
Visca, Baybay City, Leyte

I hereby certify that the said above information is true and correct.


JESIBEL LUFRANGCO MUERTIGUE