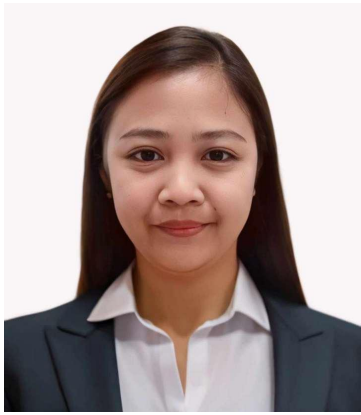


# ROSALYN S. PONLA

Ramon Mendiola St., Dumalo-ong (Pob.)  
Gandara, Western Samar  
0997-725-9710  
rosalynsponla@gmail.com



**OBJECTIVE:**

To obtain a challenging position where I can expand my experience and utilize my knowledge in other area.

**PERSONAL DATA:**

Age	:	30
Date of Birth	:	December 18, 1994
Place of Birth	:	Garcia, San Miguel, Bohol
Gender	:	Female
Civil Status	:	Single
Height	:	1.52 m
Weight	:	59 kg
Nationality	:	Filipino
Religion	:	Roman Catholic
Father	:	Manuel P. Ponla
Mother	:	Rosita S. Ponla

**SKILLS:**

- Knowledge in MS Word, Excel, PowerPoint, Access, Google Docs and Sheets
- Knowledge in basic accounting
- Has good record keeping and filing system
- Knows how to drive motorcycle

**EDUCATIONAL BACKGROUND:**

**Tertiary:** BOHOL ISLAND STATE UNIVERSITY- Bilar Campus  
Zamora, Bilar, Bohol  
2016-2020

**Secondary:** Sebastian A. Jala Memorial High School  
Tomoc, San Miguel, Bohol  
2009-2012

San Miguel National High School  
Poblacion, San Miguel, Bohol  
2008-2009

**Primary:** Tomoc Elementary School  
Tomoc, San Miguel, Bohol  
2005-2007

Garcia Primary School  
Garcia, San Miguel, Bohol  
2001-2005

**WORK EXPERIENCE:**

Shopee Philippines, Inc.  
Hub Coordinator  
November 28, 2022-present

Wall Street Courier Services, Inc.  
Station Officer  
May 24, 2021-December 5, 2022

**Local Government Unit-San Miguel**  
Office Clerk (Office of the Municipal Engineer)  
July 07, 2020-present

**CERTIFICATES AND ELIGIBILITIES:**

- **Career Service Professional Eligibility**  
Rating: 86.3
- **Fire Officer Examination Passer**  
Rating: 87.1
- **National Certificate 3 in Bookkeeping**  
Validity: December 5, 2024 - December 4, 2029

**CHARACTER REFERENCES:**

**Mae S. Dagupan, MBA**  
Instructor, BISU-Bilar  
09093416960

**Francis Earl Galinato**  
Hub PIC-Shopee Calbayog Hub  
09816283161

I hereby certified that the above information is true and correct to the best of my knowledge.

  
**ROSALYN S. PONLA**  
Applicant