

Sheramae Milleza Sabijon  
Pangasugan, Baybay City, Leyte  
shesabijon09@gmail.com  
+639051226847



**Personal characteristics:**

I am hardworking, industrious, and very willing to be trained, well-organized, self-motivated, and highly trustworthy, have a high sense of responsibility, can work well with a team or individually and can work under pressure.

**Work Experience:**

**Assistant Supervisor** May 2023 -Present

Bricolage Philippines Inc  
ML Quezon St. Zone 11, Baybay City, Leyte  
Responsibilities for managing retail staff within a business. Coordinates the shipping good, assist customer and staff during business hour.

**Recording Clerk**

May 2017- April 2023  
SC Global Coco Products, Inc.  
Brgy. Caridad Baybay, City, Leyte  
Responsibilities to Record all Inventories

**Hygiene Checker**

October 2016- April 2017  
SC Global Coco Products, Inc.  
Brgy. Caridad Baybay City, Leyte  
Responsibilities to check Personnel Hygiene

**Student Assistant**

June- 2014  
Department of Biological Sciences  
Visayas State University  
Responsibilities to assist the laboratory technician.

**Practicum Experience:**

**Front Office:**

20 hours  
AMPIL PENSIONE  
Maasin City  
Responsibilities assisting guest & answering calls.

Housekeeping: 20 hours  
VSU APPARTELLE  
Visayas State University (Lower Campus)  
Responsibilities in bed making & cleaning up

Food and Beverage : 50 hours  
Services VSU Guest house  
Visayas State University (Lower Campus)  
Responsibilities assisting guest and controlling foods and beverage during the events

On-the-Job Training: 800 hours  
Wellcome International Hotel  
Molave Street, Escario, Cebu City  
Responsibilities assisting guest and cleaning up and bed making

**Seminars and Workshops:**

May 15-16, 2024 Basic Occupational Safety and Health Training  
Occupational Safety & Health Center  
Regional Extension Unit VIII via Zoom

February 07-10,2017 Understanding BRC Global Standard for Food Safety, Issue 7  
Training Room of SC Global Food Products, Inc.  
Brgy. Caridad, Baybay City, Leyte

February 07-10,2017 HACCP and Preventive Control for Human Food Training/Seminar  
Training Room of SC Global Food Products, Inc.  
Brgy. Caridad, Baybay City, Leyte

October 23, 2018 Pest Awareness Seminar  
Training Room of SC Global Food Products, Inc  
Brgy. Caridad, Baybay City, Leyte

March 04,2014 “Strategy and Innovation for Entrepreneur ”  
Center for Continuing Education (CCE) Building  
Visayas State University, Visca, Baybay City Leyte

March 08,2014 Planning & Organizing the Seminar-Demonstration  
“Fire Awareness and Preparedness”  
Center for Continuing Education (CCE) Building  
Visayas State University, Visca, Baybay City Leyte

January 26, 2013 Fire awareness and Preparedness  
Department of Consumer and Hospitality Management

	Visayas State University, Visca, Baybay City Leyte
August 03,2013	Video production and Promotional Material VSU Convention Center Visayas State University, Visca, Baybay City Leyte
August 21,2011	Lecture on Eco-Tourism Hotel Fortuna Borromeo, Street, Cebu City
July 31,2010	Personal Development and Social Graces Center for Continuing Education (CCE) Building Visayas State University, Visca, Baybay City Leyte

### **Educational Attainment**

College	:	Visayas State University Visca, Baybay City Leyte Bachelor of Science of Hotel Restaurant and Tourism Management 2009-2015
Secondary	:	Baybay National High School Baybay City, Leyte 2005-2009
Elementary	:	Pangasugan Elementary School Pangasugan Baybay City, Leyte 1999-2005

**Personal Information**

**Date of Birth:** March 09, 1993  
**Gender:** Female  
**Height:** 5'6'  
**Weight:** 45 kg  
**Status:** Single  
**Citizenship:** Filipino  
**Parents name:** Mr. and Mrs. Rico Sabejon  
**Communication Skill:** Visayan, Tagalog and English

**Character References:**

**Dr. Nancy V. Dumaguing**  
Department Head of HRTM  
Visayas State University  
Visca, Baybay City, Leyte  
+639263398529

**Mr. Emmanuel S. Licup**  
Managing Director  
SC Global Coco Products, Inc  
+639178872069

**Ms. Melanie Hitio**  
Human Resource Personnel  
SC Global Coco Products, Inc.  
Caridad Baybay City, Leyte  
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I hereby certify that the information above is true and correct to the best of my knowledge and belief.

  
**SHERAMAE M. SABIJON**

Applicant

