

## ANA MAE JOY A. LERIOS

Plaridel, Baybay City, Leyte  
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**Objective:** To gain more experience and enhance my skills in a dynamic and fast paced workplace.

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### Highlights of Qualifications:

- ✦ Direction driven that requires little or no supervision
- ✦ Literate in MS Office such as MS Word, MS Power Point, MS Excel, and MS Publication
- ✦ Good in both oral and written communication
- ✦ Ability to handle multiple tasks and meet deadlines
- ✦ Skilled in table skirting, baking, cooking, arts, and crafts

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### Educational Attainment

<b>Franciscan College of Immaculate Conception, Baybay, Leyte, Inc.</b> Andres Bonifacio St, Zone 1, Baybay City, Leyte Food and Beverage Services	07/01/2019 NC II
<b>Saint Michael College of Hindang, Leyte Inc.</b> A. Bonifacio St., Poblacion II, Hindang, Leyte Bachelor of Secondary Education Major in English	03/30/2019 <i>Graduate</i>
<b>Plaridel National High School</b> Plaridel, Baybay City, Leyte	2011-2015 <i>With Honors</i>
<b>Plaridel Central School</b> Plaridel, Baybay City, Leyte	2005-2011 <i>Graduate</i>

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### Work Experience

Philippine Statistics Authority (PSA LEYTE) Tacloban City, Leyte	<b>Field Enumerator</b>	2021
<b>Plaridel National High School</b> (PNHS) Plaridel, Baybay City, Leyte	<b>Clerk</b>	2020

Hilongos, Leyte

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### Biography

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- ✦ Born on October 10, 1998, a hardworking, flexible and passionate person under the sign of Libra; has devotion to work, organized, creative, patient, careful and sensitive, approachable and works well with others. Moreover, I can work under pressure.
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### References

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**DR. BENJAMIN PAL DALEON**

Dean, College of Education  
Saint Michael College of Hindang, Leyte Inc.  
Hindang, Leyte  
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**ROCHELE TAN BITO**

Teacher III  
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**ADRIANO NAPARI PELICANO**

PRINCIPAL  
Caridad National High School  
Caridad, Baybay City, Leyte  
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I hereby attest that the above information is true and correct to the best of my understanding.

Very truly yours,

  
ANA MAE JOY A. LERIOS