

MARY LILYBERT S. RAMACULA

CONTACTS

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EDUCATION

VISAYAS STATE UNIVERSITY
Visca, Baybay Clty, Leyte
Bachelor of Science in Agribusiness
2019-2023
Graduated as Magna Cum Laude

**VISAYAS STATE UNIVERSITY
INTEGRATED HIGH SCHOOL**
Visca, Baybay City, Leyte
Secondary Education, 2013-2019
Graduated With Honors

**HILONGOS SOUTH CENTRAL
SCHOOL**
R.V. Fulache St., Hilongos, Leyte
Primary Education, 2007-2013
Graduated With Honors

SKILLS

- ➔ Computer literate and proficient in Microsoft Word, Excel and Powerpoint
- ➔ Excellent communication skills, both written and verbal
- ➔ Fast learner, organized, and detail oriented
- ➔ Critical and Analytical Thinking
- ➔ Flexible and adaptable
- ➔ Willing to work in challenging environment

CERTIFICATION

LICENSED AGRICULTURIST
2023-Present

ORGANIZATION

**PHILIPPINE AGRICULTURISTS
ASSOCIATION, INC.**
Member | January 2024 - Present

**VISAYAS STATE UNIVERSITY
SOCIETY OF AGRIBUSINESS
STUDENTS**
Member | August 2019 - August 2023
Third Year Representative Officer |
August 2021 - August 2022

**COLLEGE OF MANAGEMENT AND
ECONOMICS SUPREME STUDENT
COUNCIL**
Board Member - Committee on
Education August 2022 - August
2023

PROFILE

Passionate and results-driven agribusiness professional seeking an entry-level position to leverage my academic foundation and strong work ethic to contribute to organizational and rural development.

EMPLOYMENT HISTORY

UTILITY WORKER III | LGU HILONGOS
R.V. Villaflores St. Hilongos, Leyte | January 2024 - Present

- Processed and archived employee DTRs for employees monthly, ensuring accurate timekeeping and payroll calculations.
- Maintained meticulous leave records for LGU employees using Microsoft Excel and physical writing, ensuring error-free payroll processing and employee satisfaction.
- Streamlined leave calculation processes eliminating manual errors.
- Provided clear and timely leave information to employees and department heads, facilitating smooth scheduling and leave usage.

**COPYWRITER | WARWICK AND ROGER BUSINESS AND
MANAGEMENT CONSULTANCY**
San Miguel Ave, Ortigas Center, Pasig City, | January 2024 - Present

- Created news articles regarding people and events in assigned areas.
- Constructed compositions for advertising for unique individuals and groups.
- Reviewed and rewrote entries from previous copywriters that have already been posted to befit the context and requirements of these entries.
- Generated short social media captions and headlines that appropriates to the assigned photos or graphics.

INTERSHIPS

FLOR AND DAISY'S AGRICULTURAL FARM
Brgy. Mamala II, Sariaya, Quezon | April 2023 - May 2023

- Cultivated practical skills in coffee and cacao production through hands-on experience.
- Authored and presented "Flor and Daisy's Agricultural Farm: A Cacao and Coffee Marketing Case Study," analyzing customer demographics and campaign effectiveness to recommend targeted marketing strategies.
- Formulated the farm's organizational chart.
- Developed product packaging design.

MAE B FARMS
Barangay Puertobello, Merida, Leyte | April 2023 - May 2023

- Worked in agricultural farm specifically in lettuce production, dragon fruit production, and banana production.
- Worked in aquaculture farm specifically in fishponds and open sea fish cages.
- Applied creativity skills in creating an advertising video of the farm.
- Formulated an organization chart adopted by the farm.

**VISAYAS STATE UNIVERSITY INCOME GENERATING PROJECTS
OFFICE (IGP)**

Visca, Baybay City, Leyte | January 2018 - March 2018

- Journalized transactions and prepared financial statements and reports of the firm.
- Learned how to organize receipts and collections.
- Gained operational knowledge and supported departmental needs.
- Developed business, financial, and analytical skills in fast-paced work environment.