

**Name: RITCHELLE CORNISTA GERILLA**

**Address:** Brgy. Lima, Pastrana, Leyte

**Mobile Number:** 09354311484

**E-mail Address:** [iampeachy123192@gmail.com](mailto:iampeachy123192@gmail.com)



## CAREER OBJECTIVE

- ❖ To work in innovative and challenging environment and to produce outstanding results for my organization by applying my skills and aptitude which I have acquired throughout my career, and thereby ensure growth of my organization and further enhance my professional growth.

## SKILLS

- ❖ Effective communicator and active listener with excellent relationship management skills, strong technical, analytical and problem-solving skills. Enjoy challenges and working against odds.
- ❖ Proficient computer literacy. Has a basic understanding of several computer programs such as Microsoft Excel and Word, as well as skills in internet navigation, social media sites and email system.

## PERSONAL INFORMATION

**Birthdate:** December 31, 1992

**Birth Place:** Pastrana, Leyte

**Civil Status:** Single

**Nationality:** Filipino

**Religion:** Roman Catholic

**Name of Father:** Dennis P. Gerilla

**Occupation:** Farmer

**Name of Mother:** Marites C. Gerilla

**Occupation:** Self-Employed

## EDUCATIONAL BACKGROUND

**Tertiary:** Eastern Visayas State University (2017-2021)

**Secondary:** Juan Villablanca Memorial High School (2005-2009)

**Elementary:** Pastrana Central School (1999-2005)

**Language Proficiency:** English, Tagalog, Waray- Waray

## SEMINARS ATTENDED

Basic Orientation Seminar 2020: "ITransform: Stand to Lead, Make a Change"  
EVSU-Student Supreme Government  
Januray 31-Februaury 2, 2020

## HONORS/ACTIVITIES

### PRESIDENT

Philippine Association of Students in Office Organization  
Eastern Visayas State University  
AY 2019-2020

### CIVIL SERVICE PASSER (PROFESSIONAL)

81.51 Rating  
Examinee No.: 326656  
School Code: 08080369  
Examination Date: August 6, 2017

## WORK EXPERIENCE

Service Crew McDonalds Pontevia Branch Daang-hari Road Alabang, Muntinlupa City	January-October 2014
Encoder/Biller Accudata/FPOSI Palo, Leyte	April-December 2015
Job Order Pastrana Municipal Hall Pastrana, Leyte	January-May 2017
Student Assistant Eastern Visayas State University Tacloban City	June 2019-March 2020

## CHARACTER REFERENCES

### QUEEZLE MARI C. MEDALLA

Customer Service Officer - Teller  
China Bank Savings, Tacloban City  
09952344552

**VINA GRACE C. BUENAVENTURA**

Admin-Aide II

Eastern Visayas State University, Tacloban City

09774849263

**ANNABEL BUDAC**

Entrepreneur

Pastrana, Leyte

09156144926

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

  
**RITCHELLE C. GERILLA**  
*Applicant*