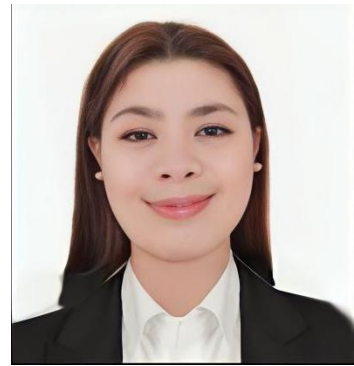


Jane Q. Baraoil

Brgy. Salawad, Cabucgayan, Biliran
janebaraoil@gmail.com
09380096403



PERSONAL DATA

| | | |
|----------------|---|---|
| Gender | : | Female |
| Date of Birth | : | June 29, 2001 |
| Place of Birth | : | Valenzuela City, Manila |
| Civil Status | : | Single |
| Age | : | 22 years old |
| Height | : | 4'11 |
| Weight | : | 45 kg. |
| Religion | : | Seventhday Adventist |
| Citizenship | : | Filipino |
| Languages | : | English, Filipino, and Waray- Waray, Bisaya |

CAREER OBJECTIVE

Motivated and detail-oriented Forestry graduate seeking the position of Administrative Officer. With strong organizational skills, excellent communication abilities, and a commitment to efficiency, I am eager to utilize my academic background and transferable skills to contribute to the smooth operations of your organization.

EDUCATIONAL BACKGROUND

Tertiary: Graduated Bachelor of Science in Forestry in Visayas State University, Baybay City, Leyte, Main Campus, 6521

Secondary: Cabucgayan National School of Arts and Trades (CNSAT) Libertad, Cabucgayan, Biliran

Elementary: Salawad Elementary School , Salawad, Cabucgayan, Biliran

SKILLS/INTERESTS

- Able to learn fast and can work with minimal supervision.
- Can handle queries well with an articulate interpersonal and communication skills.
- Self-motivated, enthusiastic and flexible.

- Ability to assert oneself at making decisions quickly and proficiently.
 - Willingness on trying new things and interested in improving efficiency in assigned tasks.
 - Concerned with quality and ensures that task is completed correctly and timely.
 - Reliable, trainable and hardworking.
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ACHIEVEMENTS RESPONSIBILITIES

- 4th Year Representative, Forestry Student Society Org. (2022-2023)
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ELIGIBILITY

- Licensed Forester (October 23, 2023)
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Jane Q. Baraoil
Applicant