

MARY LOURINE H. TABUDLONG

Address: Brgy. Kan-ipa Baybay City, Leyte

Contact Number: 0935-122-7905

E-mail Address: lourinetabudlong@gmail.com

**SUMMARY OF QUALIFICATIONS**

Result oriented and able to perform duties with utmost confidentiality under constant pressure and time management. Fast learner and has the ability to work in a fast-paced environment; capable of adjusting so as able to deal with people from all walks of life.

EDUCATION

Tertiary: Bachelor of Science in Agribusiness

Visayas State University

Visca, Baybay City, Leyte

June 2010 to May 2014

Supplemental Education

21 units Professional Course

Saint Michael College of Hindang Leyte

Bonifacio St. Poblacion II, Hindang, Leyte

S.Y. 2018- 2019

Secondary: Baybay National High School

30 de Diciembre St. Baybay City, Leyte

June 2006 to March 2010

Primary: Kan-ipa Elementary School

Brgy. Can-ipa Baybay City, Leyte

June 2000 to March 2006

CIVIL SERVICE ELIGIBILITY

- Licensure Examination for Teachers- Professional Teacher (Secondary)
Agriculture and Fishery Arts
License no. 1804606

EXPERIENCE

CDJ Group Construction & Development Corporation

Administrative Officer- April 01, 2014 to June 15, 2017

January 2022 to August 2022

- Provides and performs administrative services and technical tasks at the office.
- Facilitates administrative services in terms of managing flow communications, safekeeping of program documents and providing clerical and respond to other related administrative functions/support.
- Maintain satisfactory relationships among employees, housing beneficiaries and the public.

Philippine Statistics Office

Michael Rudolph Falle

Enumerator- September 01, 2020 to September 27, 2020

- Collects, compiles, evaluate and analyze the publication and dissemination of data on population count, demographic and socio-economic characteristics of the population, housing and barangay characteristics in each barangay/City.
- Ensures accuracy, complete and keeping it confidential on gathering of all the data particularly to poverty information and all of the information obtain from the individual/household being interviewed.
- Responsible for the complete enumeration in the barangay/enumeration area/s assigned and responsible to work harmoniously with the co-worker/ LGU's and to the households.

Marilou G. Baligod

299, R. Magsaysay St. Baybay City, Leyte

Personal Assistant- November 3, 2017 to August 30, 2019

- Responsible for the daily activities such as dealing with phone calls, managing diaries and organizing appointments. Bank activities, handling deposits and withdrawal of cash, allocating and distributing budget/resources needed in the office. Compiling, preparing payroll and distribute weekly allowances to the staff and performs other duties as required.

TRAININGS AND SEMINARS ATTENDED

September 19- 23, 2022	Franchise Certificate Training Program Philippine Seven Corporation Columbia Tower, Ortigas Ave. Mandaluyong
August 3-5, 2022	GIFT OF MOBILITY: Updating Skills and Sharing of Good Practices in Pandemic Setting Piazza Zicarelli, Gamu, Isabela
August 10, 2020 to August 14, 2020	Census of Population and Housing CPH2020 Women's Training Center Brgy. Cogon Baybay City,Leyte
October 21, 2019- December 12, 2019	Bookkeeping NCIII ACLC COLLEGE OF ORMOC Ormoc City,Leyte ACLC COLLEGE OF ORMOC Ormoc City,Leyte
September 3,2019 October 10, 2019	Organic Agriculture Production NCII Godoy's Organic Land and Diversification Farm- Brgy. Kan-Ipa Baybay City, Leyte
July 17, 2019 to August 9, 2019	Agricultural Crop Production NCII Godoy's Organic Land and Diversification Farm- Brgy. Kan-Ipa Baybay City, Leyte

CHARACTER REFERENCES

 Evelyn Cabahit
Teacher
Baybay City, Leyte
0916-321-7994

 Marlyn Liagao
Franciscan College of Immaculate Conception Inc.
Teacher
Baybay City, Leyte
0916-431-7747

 Jhonson Mendiola
Baybay City, Leyte
0930-958-3292