

## **BRAGANZA, HONEY GEE LOVENDENO**

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### **PROFESSIONAL OBJECTIVE**

To obtain a position where I could effectively apply my knowledge and skills I've learned and to give an opportunity to work productively and accurately in your establishment.

### **EDUCATION**

**March 2019 BLEPT Passer  
(Licensed Professional Teacher)**

**Visayas State University, Baybay City, Leyte S.Y (2014-2018)**

Bachelor of Secondary Education Major in Biological Sciences

**Anahawan National High School, Brgy. Anahawan, Bato, Leyte (S.Y 2011-1014)**

Secondary Education

**Anahawan Elementary School, Brgy. Anahawan Bato, Leyte S.Y (2006-2011)**

Elementary Education

## **EXPERIENCE:**

**February 1, 2024 up to present at Visayas State University, University Services for Health Emergency and Rescue.**

### **Laboratory Aide**

- Encodes laboratory requests.
- Assists Medical Technologist in paper works.
- Receives stool and urine specimen samples.
- Releasing laboratory results.
- Checked emails for updates in clinical laboratory such as NEQAS, Biosafety Training etc.
- Scanned, Save/downloaded & printed important clinical laboratory files and documents in the computer desktop for ISO, DOH & record keeping purposes.
- Prepared a stool and urine containers for patients with urinalysis and stool exams.

**September 04, 2023 to October 30, 2023 at Philippine Statistics Authority-Census of Agriculture and Fisheries, Leyte.**

### **Census Team Supervisor (Contract of Service Worker)**

- Pays courtesy calls to the City/Municipality Mayor and assist census field personnel during the first day of field operation such as in making courtesy calls to Punong Barangays and in conducting ocular inspection of EA boundaries;
- Administers CAF Form 6 in all barangays within his/her assigned city/municipality including non-sample barangays;
- Accompanies/attends the interviews of ENs (Enumerators) under his/her supervision, especially during the first week of listing and enumeration period to determine if the census concepts and operational procedures are being strictly followed. Administer CAF Forms 16 and 17, and discuss the observations with the ENs after the conduct of interview;
- Conducts field edit and scrutinize as many accomplished questionnaires as he/she can check for completeness, correctness of entries and consistencies of responses;
- Reinterview households already interviewed by the EN. Record observations in CAF Form 16. Prioritizing problematic/special areas and areas/households identified for field verification based on data consistency error lists and data evaluation, including areas with significant difference from 2012 CAF data, recent data, AI4CAF model prediction results, etc.;

**September 10, 2022 to March 30, 2023 at Philippine Statistics Authority-Philippine Identification System, Leyte.**

- **Registration Center Supervisor (Contract of Service Worker)**

- Reports directly to the PhilSys Focal Person;
- Coordinates with the PRT for directives and submission of progress reports;
- Oversees the team and the operations in the registration center;
- Provides exceptional customer service to all the applicants;
- Overrides biometrics exception of applicants;
- Approves and transmits daily captured data;
- Answers to queries and complaints of clients through letters, emails, phone or walk-in concerning registration process;
- Cascades official communications to the registration team;
- Manages assigned registration kits;
- Conducts registration training and evaluation for the registration team;
- Provides necessary reports and updates requested by the PSA;
- Serves as a reliever in absence of the Screener; and - Performs other tasks that may be assigned by the supervisor/s.

**December 4, 2019 to November 21, 2021 at Create Grow Corporations-Next, Inc. /  
CWE Academy Cebu Business Park, Ayala Center Cebu**

- **English as Secondary Language Teacher**

- Plan, prepare, and deliver lessons to Japanese students at different ages
- Prepare teaching materials
- Help students improve their listening, speaking, reading and writing skills
- Check and assess students' work
- Organize and run specialist course

**August 23, 2020 to August 23, 2021 at GLATS Inc. Cebu Business Park, Ayala  
Center Cebu**

- PM-shift Online English Instructor
  - Plan, prepare, and deliver lessons to foreign students
  - Prepare teaching materials
  - Help students improve their listening, speaking, reading and writing skills
  - Check and assess students' work
  - Organize and run specialist course

**July to October 2019 at 3D Universal English Institute, Inc . 2F Hotel La Nivel,**

**JY Square, Lahug Cebu City**

- Admin-HR Staff/ Scheduler/ Assistant to the Academic Director
  - Write business letters, reports or office memos
  - Operate a range of office machines such as photocopiers, computers and faxes
  - File papers and documents
  - Administering test for new students
  - Conduct orientation to students about rules and regulations in the academy
  - Planning and scheduling meetings and appointments
  - Planning and making students' class schedules
  - Accommodating students' concerns about academic
  - Training and supervising support staff
  - Book Inventory

**August 2018– November 2018 at Dr. Geronimo B. Zaldivar Memorial School of**

**Fisheries on junior year from August 2018– November 2018**

- Practice Teacher
  - Plan lessons in the Science subjects
  - Manage classroom for students' learning experiences
  - Organize classroom activities
  - Participate several school activities and programs conducted

**EXTRA – CURRICULAR ACTIVITIES**

- Member of the Alliance of Biological Sciences Major at Visayas State University, Department of Biological Sciences
- Member of CE Colossal Tigers at Visayas State University, College of Education

### **SEMINARS / TRAINING ATTENDED AND CONDUCTED**

- Student Teacher Orientation Seminar - VSU – August 2018

### **COMPUTER SKILLS**

- Proficient in word processing, spreadsheet management and presentation using Microsoft Office.
- Knowledgeable in internet applications such as the Google interface, social networking sites and other search engines.

### **LANGUAGES**

- Cebuano
- Filipino
- English

### **PERSONAL BACKGROUND**

- Date of Birth: January 30, 1998
- Place of Birth: Bato, Leyte
- Nationality: Filipino
- Status: Married

### **PERSONAL REFERENCES**

**MELINDA L. LAVEGA**

Associate Professor, Department of Teachers Education

College of Education  
Visayas State University, Baybay City, Leyte

**MARY GRACE B. BACASON**

Teacher II, Dr. Geronimo B. Zaldivar Memorial School of Fisheries  
Albuera, Leyte

**FAULTON CINCO**

Academic Director  
Create Grow Corporations-Next, Inc. / CWE Academy  
Cebu Business Park, Ayala Center Cebu  
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