

# **MENALYN E. FABELLA**

Address: BRGY. TAGUITE, LAWAAN  
EASTERN SAMAR, PHILIPPINES  
Contact No: 09665318286  
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## **CAREER OBJECTIVES**

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I want to be part of the success in an environment of growth and excellence.

## **WORK EXPERIENCE**

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**1) TESDA PROVINCIAL OFFICE**

Trece Martirez St. Tacloban City, Leyte, Philippines  
Special Order/Certification, Authentication and Verification/DFA Processor and Customer Service Officer  
April 2017 – December 2017

**2) TESDA PROVINCIAL OFFICE**

Trece Martirez St. Tacloban City, Leyte, Philippines  
Government Intern Program under Department of Labor and Employment  
October 2016 – December 2016

**3) TECH MAHINDRA-vCUSTOMER INC.**

Cebu City, Philippines  
Customer Services Agent  
September 2015 – December 2015

**4) NATIONAL STATISTICS OFFICE**

Brgy. Abucay, Tacloban City, Philippines  
Enumerator  
September 2014

## **ON-THE-JOB TRAINING**

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**NATIONAL STATISTICS OFFICE**

Brgy. Abucay, Tacloban City, Philippines  
February 14, 2014-April 26, 2014

## EDUCATION

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- **BACHELOR IN SECONDARY EDUCATION- SUPPLEMENTAL**  
Leyte Colleges  
Tacloban City, Philippines  
June 2018 –March 2019
- **Undergraduate in MASTER IN PUBLIC RESOURCE MANAGEMENT (NON THESIS-PLAN B)**  
Eastern Visayas State University  
Tacloban City, Philippines  
June 2017
- **BACHELOR OF SCIENCE IN STATISTICS**  
Eastern Visayas State University (EVSU)  
Tacloban City, Philippines  
June 2010 – April 2015

## LICENSED PROFESSIONAL TEACHER MAJOR IN MATHEMATICS

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License No. 1807557  
Examination Date: September 29, 2019  
Rating: 78.20

## SEMINARS ATTENDED

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- **EDUCATION TALKS: TEACHING AND LEARNING RELATIONSHIPS**  
August 12, 2018  
UP Campus, Tacloban City, Philippines
- **12<sup>TH</sup> NATIONAL CONVENTION ON STATISTICS**  
October 1-2, 2013  
EDSA Shangri-La Hotel, 1 Garden Way, Ortigas Center, Mandaluyong City

## SKILLS

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- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Knows to prepare Disbursement Voucher and Obligation Request.  
Proficient in assisting clients with satisfaction.
- Easy to learn and prepared for works under pressure.
- Highly organized and dedicated with a positive attitude.

## PERSONAL INFORMATION

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Age	:	26 yrs. Old
Birth Date	:	July 16, 1994
Birth Place	:	Sta. Cruz, Manila, Philippines
Gender	:	Female
Religion	:	Roman Catholic
Civil Status	:	Single
Citizenship	:	Filipino
Language Spoken	:	English, Filipino
Provincial Address	:	Lawaan, Eastern Samar, Philippines

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

*Sincerely Yours,*

**MENALYN E. FABELLA**  
*Applicant*