

JECIMAE L. MATIOM

Brgy. Marcos, Baybay City, Leyte

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OBJECTIVE

To contribute to the effective management of office documents and records as a Document Record Controller, ensuring accuracy, confidentiality, and timely retrieval of information, while continuously improving my skills in administrative and records management.

PERSONAL INFORMATION

Age	: 28 years old
Date of Birth	: August 19,1997
Gender	: Female
Civil Status	: Married
Height	: 5'0"
Weight	: 48 kg
Nationality	: Filipino
Religion	: Iglesia Filipina Independiente (IFI)
Mothers name	: Matilde Gumba
Occupation	: housewife
Fathers name	: Cipriano Libres
Occupation	: Carpenter

EDUCATIONAL BACKGROUND

- **TERTIARY**
2014-2019
Bachelor of Science in Hotel Restaurant and Tourism Management
Visayas State University, VISCA Baybay City Leyte
- **SECONDARY**
2013-2014
Caridad National High School
Caridad Baybay City Leyte

- **PRIMARY**

2009-2010

Caridad Elementary School

Caridad Baybay City Leyte

- **WORK EXPERIENCE**

Front Office Staff

Golden Palace Hotel

October 2019 until June 2020

- **On The Job Training Exposure**

Completed 802 hours training from January 23 2019 until May 9, 2019

Blue Water Panglao Beach Resort

TRAINING EXPOSURES

- **FOOD ATTENDANT**

50 hours

November 25, 2016

Guest House and Pavillion

Visayas State University, VISCA Baybay City Leyte

- **FRONT DESK OFFICER**

50 hours

January 29, 2016

VSU Apartelle

Visayas State University, VISCA Baybay City Leyte

- **HOUSEKEEPING ATTENDANT**

50 hours

March 26, 2016

VSU Apartelle

Visayas State University, VISCA Baybay City Leyte

SEMINARS ATTENDED

- April 3, 2025
Yung Sumakses Ka!: Toolkits for Flourishing
RDE Hall, Visayas State University, VISCA Baybay City Leyte
- April 8, 2025
Orientation and Re-Orientation of Guidelines and Procedure on Processes/services of the Offices under Administrative Services
RDE Hall, Visayas State University, VISCA Baybay City Leyte
- September 4, 2025
Orientation on the Roles and Responsibilities of Document and Records Controller and Re- Cascading of Document and Records Control Processes and Guidelines
Visayas State University, VISCA Baybay City Leyte
- September 5 2025
ISO 9001:2015 AWARENESS & RE- AWARENESS WEBINAR
Visayas State University, VISCA Baybay City Leyte
- April 21,2018
Disaster Preparedness
VSU Convention Center
- September 25, 2015
2nd Regional Tourism and Hospitality Youth Convention
Visayas State University, VISCA Baybay City Leyte
- November 11, 2017
Personality Development Seminar" Speak Up, Stand Out" self-Reinvention Through Developing Personal Grooming and Communication Skills"
Visayas State University, VISCA Baybay City Leyte
- November 18 ,2017
Fire and Earthquake Drill
Visayas State University, VISCA Baybay City Leyte
- October 15, 2017
Food and Beverage Service Seminar-Workshop" Skill Enrichment Towards Global Competitiveness"
Visayas State University, VISCA Baybay City Leyte
- March 10,2018
I LEARN@ WATERFRONT: Basic Fine Dining and Table etiquette
Waterfront Cebu City Hotel and Casino
1 Salinas Drive, Lahug, Cebu City

- March 11, 2018
Completed Seminar in Fieldtrip in which Hotels, resorts and Establishment
Cebu City Philippines
- April 3, 2013
2nd Youth Business Conference "Igniting Millennial Competitiveness Towards Future Career"
Visayas State University, VISCA Baybay City Leyte
- January 29, 2019
Child Sex Tourism Ordinance in Compliance to Section 5 of the Aforesaid Ordinance
Bluewater Panglao Resort Danao Panglao Bohol
- March 11, 2018
LECTURE ON HOTEL OPERATION AND DEMO ON BASIC F AND B SERVICE
JPark Island Resort and Waterpark Maribago, Mactan Philippine
- March 11, 2018
Lecture on Customer Service (Handling guest complaints and Quality Service)
Alta Cebu Village Resort and Convention center Tugbungan Pilipog Road, Cordova, Cebu
Philippines

VOLUNTARY SERVICES

- May 24, 2016
World Tourism Fashion Show 2016
Visayas State University, VISCA Baybay City Leyte
- May 27, 2016
HRTM127
Philippines Tourism Culminating activity
"Larong Pinoy: Laro ng Lahi"
- April 21, 2018
Event Organizer during the Disaster Response Training" Be Aware, Take Action, and Prepare
Visayas State University, VISCA Baybay City Leyte
- March 17, 2017
1st DCHM DAY
Visayas State University, VISCA Baybay City Leyte

NATIONAL CERTIFICATE II

- Food and Beverages Service
November 23, 2017 until November 22.2022
Certificate number:1083702020993
LJN: 9779908037001

CHARACTER REFERENCES

Jenefer B. Jayme
09942250637
Head Cebu Office

Aiza Besavilla
09556130793
Admin Aide VI-Infrastructure Office
Visayas State University

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