

Sherlyn Otida Ramoneda
Barangay Hibunawan, Baybay City, Leyte
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PERSONAL INFORMATION

Full Name:	Sherlyn O. Ramoneda
Gender:	Female
Birthdate:	January 21, 1997
Age:	23
Civil Status:	Single
Citizenship:	Filipino

WORK EXPERIENCE

- **Secretary**
FIRMVEL Gas Station
June 17 2019 – January 11, 2020
- **Field Enumerator/Research Aide**
Department of Veterinary Medicine
Visayas State University
August 23, 2017 – August 31, 2019

EDUCATIONAL BACKGROUND

- **PRIMARY**
Hibunawan Elementary School
Brgy. Hibunawan Baybay City, Leyte
SY: 2008-2009
- **SECONDARY**
Baybay National High School
30 de Diciembre St., Baybay City, Leyte
SY: 2012-2013

- **TERTIARY**
Visayas State University
BaybayCity,Leyte
Bachelor of Science in Agribusiness
SY: 2016-2017

Saint Michael College of Hindang Leyte
Hindang, Leyte
19 units of Professional Education
SY: 2018-2019

TRAINING ATTENDED

- Completed National Certificate III in Bookkeeping Training Program with TESDA Accreditation Certificates of TVET Program, ACLC College of Ormoc
August 3, 2019 – September 23, 2019

SKILLS & QUALIFICATIONS

- Licensed Professional Teacher
- Passed the Assessment in NCIII in Bookkeeping
- Proficient in Microsoft Office Applications (Word, Excel, Power point)
- Skilled in the cycle of accounting
- High level of numeracy
- Verbal and written communication skills
- Honest, reliable and willing to work individually or as a part of a team
- Interpersonal and human relation skills

REFERENCES

- Dr. Eugene B. Lañada
Department Head, Department of Veterinary Medicine
Visayas State University
Visca, Baybay City, Leyte
- Vicente Victor G. Veloso
Owner/General Manager
FIRMVEL Gas Station
Juan Baquerfo St. Zone 22, Baybay City, Leyte