

**LIZA ANN CORONADO-JAGONOS**

#140 Brgy. Cogon, Baybay City, Leyte

Mobile No.: 09665601421 / 09631930694

**WORK EXPERIENCE**

March 2014 – Present	Clerk Supply and Property Management Office Visayas State University Baybay City, Leyte
January 2010 – August 2010	Secretary cum Clerk Kalhour Trading Company LLC Deira, Dubai, United Arab Emirates
October 2007 – December 2009	Receptionist/Clerk O2 Spa Healthy Massage Centre Al Garhoud, Dubai, United Arab Emirates

**SKILLS**

- ❖ Strong computer experience with a working knowledge of MS/Word, MS/Excel, MS/PowerPoint.
- ❖ Strong ability to understand and carry out instructions very well.
- ❖ Profound ability to work closely and cooperatively with fellow employees.
- ❖ Hardworking and determined all the time.
- ❖ Uncommon ability to maintain a professional manner under stress.
- ❖ Deep sense of honesty and reliability.
- ❖ Can work under pressure.
- ❖ Multi-tasker

**EDUCATIONAL BACKGROUND**

Primary	Fort Bonifacio Elementary School Makati City Graduated	S.Y. 1998
Secondary	Baybay National High School Baybay, Leyte Graduated	S.Y. 2002
Tertiary	Course: Associate in Computer Technology Franciscan College of the Immaculate Conception Baybay, Leyte 2 <sup>nd</sup> year - Undergraduate	S.Y. 2005

**PERSONAL INFORMATION**

Civil Status : Married  
Birthdate : December 23, 1985  
Birthplace : Brgy. Cogon, Baybay City, Leyte  
Religion : Roman Catholic  
Contact Person In case of Emergency: Jimmy P. Jagonos  
Contact No. : 09269617622

**REFERENCES****ALICIA M. FLORES**

Head, Supply and Property Management Office  
Visayas State University, Visca, Baybay City, Leyte  
Mobile No.: 09176341430

**HON. TERESITA S. PIALAGO**

Brgy. Chairman  
Brgy. Cogon, Baybay City, Leyte  
Mobile No. 09979184903