



Mary Anne C. Abedejos

CONTACT

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anneabedejos@gmail.com

Brgy. Ma-asin, Hindang, Leyte

SKILLS

Microsoft Excel & Word	<div><div></div></div>
Decision Making	<div><div></div></div>
Time Management	<div><div></div></div>
Approachable & Friendly	<div><div></div></div>
Leadership	<div><div></div></div>

REFERENCE

Mary Katherine Sapero
Accountant | DES Marketing

0955 249 2306

marykitkat1996@gmail.com

Secure a responsible career opportunity to fully unitize my training and skills, while making a significant contribution to the success of the company/institution.

EXPERIENCE

Administrative Assistant

Philippine Statistics Authority-Philsys
| June 2021 - present

- Entertain public queries and problems regarding the registration process
- Keep and maintain all files (memoranda, reports)

Census 2020 Hindang Team Supervisor

Philippine Statistics Authority
| September 2021- October 2021

- Checked the outputs of enumerator
- Assist the enumerators and interview the household

Sales Associate

MR DIY -Imus, Cavite
| September 2019 - May 2020

- Responsible on the sales of the company
- Assist customers and satisfy a good customer service

EDUCATION

Bachelor of Science in Agribusiness

Visayas State University| October 2014 - June 2019

High school - Major in Animation

Hilongos National Vocational School
June 2010- March 2014